



job description: grants coordinator

agency information

Position Title: Grants Coordinator

Location: Whatcom County

Reports to: Director of Learning and Impact

Hours: 40 hours per week, non-exempt position

Starting Wage Range: \$21.39 - \$23.85 per hour; wage dependent on relevant experience, education and qualifications

Women, people of color, transgender individuals, and members of other underrepresented populations are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

job mission

This position contributes to Northwest Youth Services' (NWYS') success by overseeing, writing, editing, and project managing the organization's grant funding efforts to help ensure that the organization's services are financially viable. The Grant Coordinator serves as a project coordinator for the organization's grant preparation and writing teams. These teams include the Directors, Managers, and Coordinators in the various service pillars who are also responsible for contributing to the grant preparation and reporting phases for each grant (pre-award and post award).



core competencies

To perform this job successfully, the individual should demonstrate the following competencies:

Change Agility: Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

Effective Time and Project Management: The candidate must use their time well, be proactive about planning, and plan events months in advance. Must be able to complete tasks in a timely manner (not last minute). They must demonstrate that they can prioritize tasks and use their relational skills effectively and strategically.

Effective Use of Professional Self: The candidate must demonstrate that they are able to present themselves in the work environment in a manner that reduces anxiety, be appropriately assertive, and arrive at work in a way that models appropriate professional behavior.

Integrity and Accountability: Must be honest about their mistakes and take responsibility for actions.

Positive Impact: Have a passion for NWYS' mission and vision; display a positive attitude.

Learning Agility: Seeks to improve knowledge, skills, and abilities in related service areas.

Creativity: Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

Active Listening: Ability to effectively work independently and in partnership with team members; ability to communicate effectively with youth and others.

Effective Communication: Articulate ideas clearly and organize ideas effectively, both in person and in writing

Organizational Knowledge: Understands operational procedures; demonstrates an in-depth understanding of what the organization does.

Initiative: Proactive; act without being prompted.

Team Player: Effectively partner with people across the organization.

Sensitivity: Communicates empathy and respect of individuals; ability to be appreciative of diversity.

key responsibilities

Leadership:

- Offer vision, creativity, and enthusiasm to employees and community members to generate positive thinking and best practices for young people;
- Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism, and other discriminatory practices;
- Maintain and improve on a collaborative and cohesive team of professionals committed to the mission delivery; and
- Work in partnership with the service teams to create systems and best practices to ensure the timely submission of grant applications, while empowering all organization staff to participate and engage in fundraising efforts.

Grant Preparation and Writing:

- **Grant Tracking:** Create a system (in Excel, for example) to keep track of due dates and other deadlines for grants that the agency may and or will apply.
- **Grant Research:** Research and find appropriate sources of funding opportunities for both service pillar and core mission support
- **Grant Coordination:** Serve as a project coordinator for the organization's grant preparation and writing teams. Plan and organize the timely preparation of grant sections and supplemental materials with



team members throughout the organization. These teams include the Directors, Managers, and Coordinators in the various service pillars who are also responsible for contributing to the grant preparation and reporting phases for each grant (pre-award and post award), as well as Finance

- **Grant Writing and Submission:** In partnership with the service pillar teams, develop, edit, and write narrative grants to ensure that the service teams have ample resources to meet ongoing agency and youth needs; submit grant applications on behalf of the agency
- **Professional Development and Training:** Pursue training and skills pertinent to the position and to agency culture; attend monthly all-staff trainings

Administrative Coordination and Communication:

- Work with NWYS staff to ensure an accurate, timely, and transparent process for the entire grant life cycle, from proposal to close; including managing the identification, research, cultivation, solicitation, recognition and stewardship of potential grant funders for NWYS in support of services;
- Schedule and coordinate preliminary grant meetings, grant prep meetings, and grant award meetings with service staff and finance;
- Create, maintain, and organize hard copy and electronic copy files of grants;
- Coordinate finalization of grant agreements and contracts;
- Keep supervisor and other service staff informed of issues and concerns related to grants;
- Have a working knowledge of program policies and procedures; actively learn about service pillars and have a working knowledge of the,
- Work with service staff to ensure that proper records and reports are communicated to funders.
- Other duties as assigned.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

qualifications

Minimum Qualifications

- High school diploma or GED;
- Two years' experience writing grants;
- Proven track-record of success in grant writing for Government, Foundations, and businesses in the \$5,000 - \$100,000 range;
- Knowledge of Microsoft Office software including Word, Excel, Access, Outlook, Publisher;
- Careful attention to detail and strong organizational skills;
- Ability to work in a fast-paced environment, manage many different ongoing projects and meet deadlines;
- Excellent written and interpersonal communication skills;
- Strong presentation skills and ability to communicate effectively with diverse audiences;



- Must be 21 years of age or older;
- Requires full COVID vaccination by January 18, 2022 (may consider accommodation for medical or religious reasons); and
- Must pass background checks.

Required within first 30 days of employment:

- CPR/First Aid/Bloodborne pathogens certifications required;
- Must have a negative TB test; and
- Full understanding of the CPS reporting requirements.

Preferred Qualifications

- Bachelor's Degree in related field;
- Demonstrated success in grant writing for Government, Foundations, and businesses in the \$100,000 - \$1 million range; and
- Knowledge of issues faced by young people at-risk of/experiencing homelessness.

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

