



Job Title:	Grant Writer
Department:	Development
Reports to:	Director of Development & Community Relations
Status:	Non-exempt Part-time, 20 hours/week
Salary/Benefits:	\$20-\$24/hr. DOE Vacation/Sick Leave/Holidays Health insurance

Our Work:

The EBC Vision: We imagine a world where all children are healthy, safe, and prepared to build their own futures.

Our Mission: EBC helps kids reach their full potential tomorrow by meeting basic needs today.

As the vital safety net under family-assistance providers, EBC annually distributes 75,000 items for kids from birth to age 12 directly to agencies serving families in King, south Snohomish, Kitsap, and west Pierce counties. Founded by pediatric nurse practitioner, Karen Ridlon in 1990, EBC helps more than 800 children each week.

Help kids to thrive by using your grant-writing skills in support of an innovative and efficient organization.

Position Summary:

The Grant Writer is responsible for ensuring Eastside Baby Corner (EBC) maximizes all foundation, corporate, and local government grant giving opportunities. The Grant Writer is responsible for researching, coordinating, and submitting EBC's grants; establishing and maintaining relationships with foundation contacts; writes and submits reports, under the oversight of the Director of Development & Community Relations.

As a member of the Development & Communication Team, this position contributes to the development of annual goals, and assists with the development of department processes and functions.

Job Responsibilities:

- Conduct prospect research on potential funding sources, including mission fit, eligibility requirements, funder priorities, and deadlines.
- Cultivates relationships with new corporate or foundation funders; nurtures existing relationships with corporate, foundation and local government funders.
- Coordinate collection, entry, and analysis of data for reporting and application purposes.
- Write, review, and edit proposal content, ensuring all narrative, numeric and graphic information is accurate and consistent
- Coordinate timelines, manage deadlines, and track proposal elements to ensure high quality, timely proposal submissions
- Work closely with the Development & Communication team to ensure all documents are consistent with EBC's core messaging and the organizational communications strategy.
- Research relevant statistics, data and sector information as needed.
- Manage grants and contracts, including complying with all grant reporting as required by foundation/corporate/local government donors.
- Maintain current records in database including grant tracking and reporting.
- Works with the DD to prepare the grant work plan for each fiscal year.
- Other tasks as assigned.

Skills/Qualifications:

- Minimum of two (2) years of relevant demonstrated successful experience in grant writing and foundation relations.
- A proven track record in securing funding opportunities.
- Able to develop and sustain successful relationships with foundation staff.
- Able to work successfully independently and with the team depending on department priorities.
- Excellent writing, analytical and research skills
- Strong editing skills
- Understanding of local, state, and federal government grant sources
- Knowledge of local and national foundations
- Familiar with grant research techniques for fundraising prospect research
- Superior attention to detail with strong follow-through
- Proficiency in MS Word, Excel, and Outlook required
- BA/BS or relevant experience
- Ability to manage sensitive and confidential information with integrity.
- Commitment to and enthusiasm for EBC's mission and values

How to Apply:

Resumes and cover letters to hadmin@babycorner.org

Open until filled. No calls please. Priority will be given to those applicants that respond by January 19, 2018.

EBC is an Equal Opportunity Employer.

1/9/2018