



Grants Manager

At Multi-Service Center (MSC), we believe that equity, connection, diversity, integrity, and belonging make us a stronger team to achieve our goals. Our mission is to uplift communities by increasing equitable access to advocacy, opportunities, and well-being. By joining MSC, you too, can be part of the team that works to empower individuals and help create thriving communities. If you are looking for something that contributes to your sense of purpose and impacts our local community, then you will want to know more about us, our values and culture, and our opportunity.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

Multi-Service Center's **Grants Manager** is part of a two-person grants team responsible for managing the grant application cycle for both public and private funders to achieve MSC's grant funding goals. This team is responsible for generating funds available for the agency and/or agency programs through grant research and writing and for some reporting functions associated with these grants. This position is a part of the development team and will also assist with other fundraising or community engagement activities. The position successfully incorporates diversity, equity, and inclusion principles.

Status, Schedule, Location:

- Non-Exempt, Regular, full-time.
- Monday to Friday 8:30 AM to 5:00 PM. HYBRID AFTER TRAINING IS COMPLETED.
- 1200 S 336TH STREET, FEDERAL WAY WA 98003

Overview of Responsibilities:

- Regularly research restricted and unrestricted grant opportunities for federal and state government grants/contracts, private foundations, and corporate support.
- Coordinating funding requests from program directors by collecting, identifying, and qualifying projects for potential funding sources in collaboration with the Development Director, CEO, and/or COO.

- With input from program directors, develop, write, and submit private grant proposals.
- Collaborate with all program directors in preparing and submitting all public grant proposals.
- Responsible for grant contract routing and notification of all funding awards to appropriate staff. May review information compiled by Finance Dept and Directors for reimbursement to public funding entities, according to contract requirements May assist with narratives for monthly or quarterly reports to public funding entities.
- With input from program directors, prepare and submit reports required by private foundation or corporate funders.
- Work with program directors to ensure all narrative reports, thank you letters, and other documentation required by funders are submitted correctly, and on time.
- Build relationships with funders. Develop and implement stewardship and cultivation plans. Maintain a pipeline of all funding applications and a dashboard of upcoming applications and required report for the development department.
- Travel to MSC (Multi-Service Center) offices and program meetings throughout south King County and the city of Seattle.

Additional Responsibilities include the following :

- Represents the agency with community partners and groups as requested.
- Actively participate in community engagement opportunities to build awareness of MSC and encourage funding partnerships.
- Assist with fundraising activities including events and other activities as requested.
- Other duties as assigned.

Requirements

- A High School Diploma or GED is required. Bachelor's degree preferred.
- At least three years of demonstrated experience in grant research, proposal writing, and grant management.
- Driver's license and auto insurance.
- Excellent written and verbal communication skills and attention to detail.
- Ability to accomplish projects with little supervision and meet deadlines.
- Time management skills to handle unexpected projects and still meet deadlines.
- Ability to represent MSC and all its programs in a professional and positive manner.
- Ability to work with a wide range of collaborators and partners including agency/program staff, government, private and corporate funders, other non-profits, and affinity groups.
- Use of discretion to maintain fiscal, personnel, and client confidentiality. Read, write, and understand the English language.

- Proficiency with basic math.
- Ability to analyze data and write compelling, compassionate statements about the same.
- Proficiency with Microsoft Office 365 including OneDrive, Excel, Outlook email and calendaring, and standard Office applications.

Wage/Salary Range:

- Salary Grade 16: **MIN \$32.93 - MID \$37.11** MAX \$ 42.24
- The ranges shown should be used as an estimate and are affected by many factors, including the critical need of the position, your overall experience and qualifications, and other considerations.
- **At the moment of hire, the salary will be determined based on your qualifications and experience, with consideration given to a range extending from the minimum to the midpoint.**

Join our mission!

To apply, please send your resume and cover letter to jobs@mschelps.org Interviews will be held in January 2025.

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.