



MULTI-SERVICE CENTER

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.

Any job offer will be contingent on a satisfactory background check, as determined by MSC.

The **Grants Manager** is part of a two-person grants team responsible for managing the full grant lifecycle for public and private funders to generate revenue to achieve MSC's grant funding goals. This role supports the organization by identifying, securing, and stewarding both unrestricted and program-restricted funding through strategic grant research, proposal development, submission management, and reporting.

As a member of the Development team, the Grants Manager also contributes to broader fundraising, donor engagement, and community partnership efforts that advance MSC's mission and visibility within the community.

As part of a six-member Development team, this role contributes to efforts that secure more than \$1 million annually in private funding and support over \$16 million in public grant funding. The Development team also strengthens community awareness of MSC's mission through engagement, marketing, and communications activities.

The **Grants Manager** works collaboratively across departments to support funding strategies, ensure compliance with grant requirements, and build strong relationships with funders and community partners. The ideal candidate is a highly organized and strategic writer who can manage multiple priorities, anticipate project needs, meet deadlines, and successfully incorporate diversity, equity, and inclusion principles into daily work and interactions. This position reports to the Development and Community Engagement Director.

Status, Schedule, Location:

- Employment Status: NON-EXEMPT
- Work Schedule: Monday through Friday, generally between 8:30 a.m. and 5:00 p.m. Some evening hours may be required to support program activities and participant needs. Work schedules may be adjusted within these hours to accommodate program and MSC requirements.
- Work Location: 1200 S 336th ST, FEDERAL WAY, WA 98003. This position is primarily onsite during training and can be hybrid after training is completed.

Wage/Salary Range:

- Salary Grade 16: MIN \$34.87 – MID \$39.69 - MAX \$45.62. The pay range corresponds to the 2026-2027 MSC fiscal year.
- All candidates will be placed in the range affected by many factors, including their overall experience, education, and languages beyond the requirements. New hires will be capped at step 21 \$42.55 if their step placement lands in the highest range.

Overview of Responsibilities:

Grant Research, Development, and Submission:

- Regularly research and identify restricted and unrestricted grant opportunities for federal and state government grants/contracts, private foundations, and corporate support.
- Coordinating funding need requests from program directors by collecting, identifying, and qualifying projects for potential funding sources in collaboration with Development Director, CEO and/or COO.
- Develop, write, and submit private grant proposals and supporting materials in collaboration with program directors.
- Collaborate with all program directors to prepare and submit all public grant proposals.
- Maintain a comprehensive grants pipeline, application calendar, and reporting dashboard to track submissions, deadlines, awards, and deliverables.
- Ensure grant applications and supporting documentation are accurate, complete, and submitted on time.

Grant Administration and Compliance:

- Responsible for grant contract routing and notification of all funding awards and requirements to appropriate staff.
- Collaborate with Finance and Program staff as needed to support reimbursement requests and grant compliance requirements for public funding entities.
- May assist with narratives for monthly or quarterly reports to public funding entities.
- Prepare and submit reports required by private foundation or corporate funders in partnership with Program Directors.

- Work with program directors to ensure all narrative reports, thank you letters, and other documentation required by funders are submitted correctly, and on time.

Relationship Management and Community Engagement:

- Build and maintain positive 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.
- Participate in community engagement and outreach opportunities that increase awareness of MSC and encourage funding partnerships.
- Maintain stewardship activities for a portfolio of grant funders.
- Support fundraising events, campaigns, and other Development team initiatives as needed.

Additional Responsibilities include the following.

- Travel to MSC (Multi-Service Center) offices and program meetings throughout south King County and the city of Seattle.
- Other duties as assigned.

Requirements

EDUCATION AND RELATED EXPERIENCE:

- Must meet one of the following requirements:
 - At least three years of demonstrated experience in grant research, proposal writing, and grant management AND a Bachelor's degree in communications, marketing, philanthropy, non-profit management, English/writing, business, or related field.
 - At least four years of demonstrated experience in grant research, proposal writing, and grant management AND an Associate's degree in communications, marketing, philanthropy, non-profit management, English/writing, business, or related field.
 - At least five years of demonstrated experience in grant research, proposal writing, and grant management AND a high school diploma or equivalent or general education degree (GED) is required.

CERTIFICATES, LICENSES, OR REGISTRATIONS:

- Valid Washington State driver's license, proof of current auto insurance, and reliable transportation is required.

REQUIRED COMPETENCIES:

- Excellent written and verbal communication skills, proofreading skills, and editing skills with strong attention to detail and accuracy.
- Ability to accomplish projects independently with little supervision.

- Ability to anticipate project needs, discern work priorities, and meet deadlines.
- Ability to manage multiple projects and work assignments from a variety of staff members.
- Ability to represent MSC and all its programs accurately, professionally, and positively.
- 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.
- Ability to work with people of diverse backgrounds and various levels of employment and be accepting of differences.
- Strong customer service orientation and commitment to high-quality work. Use of discretion to maintain fiscal, personnel, and client confidentiality.
- Ability to work effectively in a fast-paced environment and make decisions quickly when necessary.
- Ability to ask for funding directly to support our organization and be okay with rejection.
- Flexibility and adaptability in responding to changing priorities and organizational needs.

TECHNICAL SKILLS:

- Read, write, and understand the English language.
- Proficiency in mathematical and budget comprehension skills.
- Ability to analyze data and write compelling, compassionate narratives.
- Proficiency with Microsoft Office 365 including OneDrive, Excel, Outlook email and calendaring, and standard Office applications.
- Experience with donor and grant management databases; experience with Raiser's Edge preferred.
- Ability to maintain accurate records, reporting systems, and grant documentation.

Join our mission!

To apply, please send your resume and cover letter to jobs@mschelps.org

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.