Title: Grant Writer – KCLS Foundation

Department: KCLS Foundation

Reports to: Executive Director

– KCLS Foundation

Job Code Number: 20154

Grade Number: 14, Non-represented

FLSA Status: Non-Exempt

Effective Date: Revised July 2019

General Position Summary:

Reporting to the Executive Director of the KCLS Foundation, the grant writer is responsible to administer the implementation of a strategic approach to fundraising by identifying, soliciting, and securing funding from public and private sectors that match the goals and objectives of King County Library System. Primarily, the grant writer executes a full range of activities such as research, prepare, submit and track grant related items.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, and do not include all specific tasks the incumbent may be expected to perform.

1. Conducts a full range of activities required to research, identify, prepare, manage, and submit grant proposals to federal, state, foundation, or corporate sources. Prepares grant applications (new/renewals), requests for proposals, and letters of intent/inquiry.

2. Works closely with the executive director of the KCLS Foundation to ensure that all written grant materials accurately reflect the KCLS mission, policies, and programs in a compelling nature.

3. Responsible for writing appropriate and persuasive narrative to be incorporated in proposals, grant applications, letters of inquiry, reports, fact sheets, and other revenue-raising materials. Prepares documents in response to solicitations.

4. Maintains current records in the grants database, paper files, and tracks all pending applications, awards, and reporting requirements. Adheres to reporting requirements by submitting timely, accurate reports to funders as necessary.

5. Develops and observes grant calendar including analysis of giving trends.

6. Works collaboratively with members of the KCLS Foundation board and KCLS employees to gather information needed to draft proposals, design reports, and authorize KCLS Foundation funding.

7. Initiates and/or attends meetings with funders to obtain information about the requirements, process, etc., as necessary.

8. Demonstrates in depth understanding of agency-wide activities and programs. Initiates and coordinates cross functional workgroups composed of internal and external stakeholders to develop program objectives, work plans, budgets, and partnerships.

Secondary Duties:
1. Complete other duties as assigned, including assisting with other KCLS Foundation activities.

Core Competencies:

Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge
Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Teamwork/Collaboration
Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member’s strengths and differences.

Decision Quality
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Accountability
Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS
Education and Experience:

A typical way of obtaining the knowledge, ability and skills of this position is through:
- Graduation from a high school or GED equivalent with a Bachelor’s degree in English or Communications from an accredited college.
- Three years’ related experience in grant research, proposals, or grant writing.
- Experience in research, grant development, proposal writing and grant seeking required.
- Or equivalent combination of related education, training and experience.
- Position related experience in a non-profit organization, public agency or foundation preferred.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom to occasionally will stand and walk. Annual event requires constant standing and walking. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds, seldom up to 35 pounds, and seldom push carts with up to 20 pounds of force.

WORK ENVIRONMENT

Work is performed in a normal office environment. Constant sitting, extensive close work and extensive PC monitor work is required.

Advancement Possibilities:
Public Relations Specialist
Director of Major Gifts

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _______________
HR Director