



Job Description: Grants Coordinator

SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring community investments in housing, arts and economic development. The Grants Coordinator will report to the SEED Executive Director and work closely with the Program Directors. This part time position is non-exempt, 10 hours/week. Compensation is \$22/hour. Our goal is to increase the hours for this position as funding allows.

Scope of work:

- Maintain grants calendar;
- Research grants data bases to identify funding opportunities;
- Coordinate planning & submission of grant proposals for all departments;
- Prepare, compile & submit all components of each grant submission;
- Act as liaison between department directors and funders;
- Develop and maintain systems for tracking grant proposals and awards;
- Monitor and coordinate the administration of post-award grants, including contracts, invoices, and final reports.

Key skills/experience/attributes:

- Ability to develop and produce grants and other proposals;
- Organized and attention to details;
- Excellent communication (verbal and written) and interpersonal skills;
- Knowledge of federal, state, city and foundation funding sources;
- Effective relationship building capability to maintain good relations with SEED's departments and funders;
- Proficient with computer skills (we use Excel and Abila Fundraising software).

To Apply:

Send a cover letter and resume in a single PDF to info@seedseattle.org. Please put Grants Coordinator in the Subject line. Application deadline is February 5, 2018. SEED is an equal opportunity employer and encourages people from all gender, religion, ethnic backgrounds and people with disabilities to apply.