



Northwest Communities' Education

P.O. Box 800, 121 Sunnyside Ave., Granger, Washington 98932
(509) 854-2222 Fax (509) 854-2223 www.kdna.org

Job Title: Grant Writer and Operations Department Support
Department: Northwest Communities Education Center/Radio KDNA
Reports to: Vice-President of the Eastern Region
Prepared by: Director of Operations
Approved by: Vice President, Eastern Region
Approved date: 8/19/24
Salary: \$49,920.00

SUMMARY

We seek a motivated individual to join our community development organization as a Grant Writer/Operations Department Assistant. The ideal candidate will identify, define, and develop fundings sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. The position will include work in the reporting and recording financial and programmatic information as assigned from the Director of Operations(?).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research and identify new government, corporate, foundation, and private funding prospects to match NCEC/KDNA priorities
- Generate high-quality proposals, narratives, applications, and supporting documents in response to solicitations consistent with all policies and procedures of NCEC/Radio KDNA
- Create revenue for NCEC/KDNA programs by submitting well-researched, well-written, well-documented proposals.
- Maintain primary responsibility for grant schedules and tracking grants
- Review the terms and conditions of all awarded grants to ensure compliance
- Prepare timely and regular reports to organization leaders on the status of grants.
- Serve as a liaison to all funding agencies and organizations;
- Work with the appropriate personnel to research, develop, write, and submit letters of inquiry (LOI), concept papers, and grant proposals;
- Manage and follow up on the progress of submitted proposals;
- Coordinate with the Director of Operations to create expenditure and income budgets to accompany proposals;
- Develop and maintain a master file on pending grants and contracts;
- Meet regularly with key staff to discuss current and new funding needs
- Become familiar with and adheres to policies and procedures of NCEC/KDNA
- Inform supervisor on the progress of all grants and issues that may arise with each grant.
- Maintains confidentiality of information exposed to in the course of business regarding supervisors or other employees
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to act should a health or safety emergency occur
- Due to the kind of teamwork, supervision, and personal interaction required in this role, regular and predictable on-site attendance is a job requirement
- Must always maintain a professional appearance and demeanor.
- Perform other duties assigned as needed.



Northwest Communities' Education

P.O. Box 800, 121 Sunnyside Ave., Granger, Washington 98932
(509) 854-2222 Fax (509) 854-2223 www.kdna.org

QUALIFICATIONS

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements below represent knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

MINIMUM EDUCATION, SKILLS and ABILITIES:

- A bachelor's degree or certificate in business administration is preferred.
- Grant writing experience, preferably with an education focus
- Ability to work effectively under pressure
- Excellent writing and verbal skills in English
- Be highly organized with the ability to implement systems and follow-up processes
- Proficiency in research, interpreting and analyzing diverse data
- Excellent computer skills (Microsoft Office Word, Access, PowerPoint and Excel) and database management skills
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Two to three years of experience working with non-profit organizations

PHYSICAL DEMANDS

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- While performing the duties of this job, this employee is regularly required to communicate in person and by telephone, participate in video conferences such as Zoom with other individuals, and may be asked to speak in groups.
- This employee must be able to sit for long periods and use a computer and other technological equipment.
- Exerting 20 to 50 pounds of force occasionally and/or greater than negligible up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- This employee will work in a group office, with significant distractions and background noise. Sedentary, sitting, walking and occasional lifting (overhead, waist level) from the floor, bending, and frequent near vision use for reading and computer use
- **Vaccination against COVID-19 is required.**



Northwest Communities' Education

P.O. Box 800, 121 Sunnyside Ave., Granger, Washington 98932
(509) 854-2222 Fax (509) 854-2223 www.kdna.org

EMPLOYEE REVIEW

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time to meet the NCEC/KDNA needs. I have been given a copy of this job description.

Employee Signature: _____ Date: _____

Management Signature: _____ Date: _____