



Job Announcement: Grants Coordinator

Under the supervision of the Development Director, and as a member of the Development team, the Grants Coordinator will support the strategic goals of generating contributed income through foundation and government grants, and corporate community giving programs outside of sponsorships. The Grants Coordinator will be deeply connected to the mission of the NWMC as part of his/her role in pursuing Grants opportunities, and will be a steward of the NWMC's relationship with our institutional partners.

Primary Responsibilities

- Prospect research
 - Work with team and program managers to identify clear objectives and goals for Grants
 - Conduct new prospect research using all tools available (e.g. email lists, internet searches, the Foundation Center Online account at the library, funder lists from similar orgs, current and former funders, etc.)
 - Review and augment existing prospect research
 - Communicate with Sponsorship Coordinator at those times when prospecting reveals potential sponsorship opportunities (and vice versa)
 - Use Salesforce to develop and maintain a pipeline of opportunities with specific deadlines, funding targets, alignment with specific programs (unless it's for operational/unrestricted funds), and probability ratings

- Grant management
 - Compile, write, and edit all proposals, exhibiting strong expository writing skills and a high-level command of grammar and spelling
 - Create and maintain any boilerplate proposal text (e.g. org history, program descriptions) and attachments (e.g. org chart, staff/board bios)
 - Develop proposals and budgets in accordance with funders' guidelines and focus, making a clear and compelling case for why our mission and programs help foundations and corporations realize their vision
 - Coordinate with program managers as needed to gather proposal information
 - Track grant application process in Salesforce, ensuring that grant deliverables are fulfilled on time, and creating follow-up tasks for all grant applications and prospects

General Operations

While this position's primary responsibility is in grant work, the Grants Coordinator will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the maritime center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

Minimum Qualifications

- Excellent written and oral communications skills
- Technology skills, including: Word, Excel
- Previous experience in a nonprofit
- Experience reading and creating budgets and financial reports
- Ability to effectively do internet research
- Demonstrated ability to work with minimal supervision but also work independently and interdependently
- Flexibility and sense of humor
- Demonstrated project management skills
- Demonstrated ability to develop and maintain positive relationships

Preferred Qualifications

- 2+ years relevant experience
- Previous experience with Salesforce
- Previous nonprofit fundraising experience
- Bachelor's degree preferred
- Working knowledge of maritime culture/boats/local marine trades/experiential education a plus

Position is part-time

NWMC/WBF is an EOE. Offices are at 431 Water St., Port Townsend WA 98368

POSITION TITLE: Grants Coordinator

REPORTS TO: Development Director

Wage: Non Exempt—DOQ

20 hours /week

Deadline for applications: July 28, 2017. Send résumé to grantsjob@nwmartime.org.