

NORTHWEST MARITIME CENTER

Port Townsend, Washington



Job Description: Foundation Relations Coordinator

The Northwest Maritime Center has an exciting opportunity for an experienced grant writer. The Foundation Relations Coordinator is responsible for developing and implementing strategies to raise funds through private foundations, corporations/businesses, and government entities. This position will maximize grant revenue by researching, planning, organizing, writing and submitting applications; ensure timely and quality reporting; and maintain relationships with funding institutions and key staff of current and potential funders.

Primary Responsibilities:

Prospect research

- Work with the development team and program managers to identify clear objective and goals for grants
- Conduct new prospect research
- Review and augment existing prospect research
- Collaborate on sponsorship identification
- Use organizations database to develop and maintain a pipeline of opportunities with specific deadlines, funding targets, alignment with specific programs and probability ratings

Grants management

- Compile, write, edit all proposals, exhibiting strong expository writing skills and a high-level command of grammar and spelling
- Create and maintain any boilerplate proposal text and attachments
- 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 content for proposals
- 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 management and research, the Foundation Relations 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.

Qualifications:

- Demonstrated excellence in written and oral communications skills
- Technology proficiency - Excel, Word, Google Docs, Salesforce or other database mgt. experience
- Minimum of five years' experience grant writing in a non-profit setting
- Ability to effectively conduct research

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- Demonstrated ability to work with minimal supervision but also work independently and interdependently
- Demonstrated project management skills
- Demonstrated ability to develop and maintain positive relationships

Preferred Qualifications:

- Flexibility and a sense of humor
- A passion for our mission around maritime culture/boats/local marine trades/experiential education/community partnerships

Position is Full-Time

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Foundation Relations Coordinator

Reports to: Senior Director of Philanthropy and Sponsorships

Wage: Non-exempt – DOQ, benefits

40 hours/week

Deadline for applications: Open until filled

Please submit a cover letter and resume to lisa@nwmaritime.org.