

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Grants Manager

Joining the dynamic Development team at the Northwest Maritime Center, the Grants Manager will undertake maximizing grant revenue through thorough research, planning, and organization to write and submit grant applications; ensuring the timely and quality reporting throughout the term of successful grants; and maintaining relationships with funding institutions and key staff of current and potential funders. In this role, a successful candidate will be deeply connected to the mission of the NWMC and be a proactive steward of relationships with our institutional partners.

PRIMARY RESPONSIBILITIES:

Grants 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. organization history, program descriptions) and commonly used 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 necessary 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

Prospect Research

- Collaborate with development 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, foundation databases, funder lists from similar organizations, current and former funders, etc.)
- Review and augment existing prospect research
- Communicate with Sponsorship Coordinator at those times when prospecting reveals potential sponsorship/funder cross-over
- Use Salesforce to develop and maintain a pipeline of opportunities with specific deadlines, funding targets, potential alignment with specific programs, and probability ratings

Other duties as assigned



NORTHWEST MARITIME CENTER
431 Water Street, Port Townsend, WA 98368
nwmaritime.org | 360.385.3628

GENERAL OPERATIONS

While this position's primary responsibility is in grant work, the Grants Manager 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 Microsoft and Google Suites
- Previous experience in a nonprofit
- Experience reading and creating budgets and financial reports
- Ability to effectively do internet research
- Demonstrated ability to 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 in relevant field
- Working knowledge of maritime culture/boats/local marine trades/experiential education a plus

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, financially healthy, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: "We don't do B work."

On top of it all, you'd get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Northwest Maritime Center's relative



scale to our small town means that the effects of our success can be observed in the success of our community. You'll be doing meaningful work for the place you live and your efforts will make a tangible difference.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That's why we get excited to come to work in the morning, and that's why we think you should want to be here too.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

Submit resume and cover letter to apply@nwmaritime.org. Include "Grants Manager" in the subject line.

Position is part-time, average of 20 hours/week

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

Position title: Grants Manager

Reports to: Development Director

Wage: Non-exempt – DOQ + health insurance benefits

Deadline for applications: September 12, 2020

