



ANEW is a nonprofit organization with a mission of building people, building communities. Founded in 1980, ANEW has a unique and successful reputation for assisting underserved populations into apprenticeship and family wage careers. ANEW is focused on changing the culture and demographics of industries that have historically not been diverse or inclusive.

POSITION TITLE: Grant Manager

Reports to the Director of Operations.

ESSENTIAL FUNCTIONS

- Determining funding needs for the organization in collaboration with management staff.
- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications including:
 - Researching new funding and business development opportunities on a private, local, state and federal level.
 - Maintaining and building relationships with funders and other strategic partners on a local, state and national level.
 - Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the Executive Director.
 - Track grant applications, ensure deadlines are met and optimize the grant administration process.
 - Submitting grant applications via paper or online portals and maintain list of passwords.
 - Maintaining library of grant support documents including, resumes, bios, IRS forms, Board/staff diversity lists, etc.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets – taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - Monitoring and maintaining funder reporting schedules and requirements.
 - Tracking progress toward organizational and programmatic outcomes and goals.
 - Drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success.
- Perform other duties as assigned.

MINIMUM / REQUIRED QUALIFICATIONS

- Demonstrated commitment to economic, racial, and social justice and an understanding of the ways institutions and systems hurt communities of color through both conscious and unconscious bias.
- Flexibility and adaptability in working with a growing non-profit.

- Strong communication and administrative skills with a proven track record of managing multiple projects.
- Experience in working with collaborative partnerships.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Tukwila Training Center and Satellite locations as assigned

WORK SCHEDULE: Monday – Friday 8:30am–4:30pm

REPORTS TO: Director of Operations

SALARY

This position is paid an exempt position with a salary range of \$65,000 - \$67,969.09 per year. This position is grant funded and continuation of this position is subject to continuation of funding. The starting salary rate is based on education and experience as per the below matrix.

Experience	H.S./GED	Bachelors	Masters
0 - 2.99 years	\$65,000.00	\$65,975.00	\$66,964.63
3 - 4.99 years	\$65,975.00	\$66,964.63	\$66,964.63
5 +	\$66,964.63	\$67,969.09	\$67,969.09

Years’ experience must be directly related to this position.

BENEFITS

This position is an exempt position. The person in this position is expected to serve a 90-day probation period. Benefits will not be included until and unless the position is made permanent, which is contingent upon performance evaluation, funding, board direction, and potential re-development of the organization and its training/service delivery models. If the position is more than 30/hours per week, employer paid medical benefits will include medical, dental, and vision benefits.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law. ANEW also contributes a 4% match to a 401k after one year of employment.

APPLICATION PROCESS

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to hr@anewcareer.org.