

Position Description: Grant Writer
Reports to: Executive Director
Direct Reports: None
Status: Part-Time (M-F, 20-25 hours/week) | Hourly Non-Exempt
Salary: Hourly (DOE) plus performance bonus
Location: Spokane, WA (possible telecommute option)

About

The Spokane Humane Society (SHS) was founded in 1897. Today, we care for more than 5,000 animals each year, mostly dogs and cats. Our mission is to enrich the lives of companion animals through support, education, advocacy, and love. Our vision is for Spokane becoming a humane community where animals are always treated with compassion and respect.

Job Overview

The Grant Writer is a part-time position that reports directly to the Executive Director. This position is responsible for researching, writing, and coordinating the grant application process; management of proposals and maintaining a donor database. The Grant Writer will work closely with the Executive Director and Director of Development and Communications to identify, solicit and steward grants and major gifts in support of SHS's mission.

Primary duties include, but are not limited to:

- Writing high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing each grant application
- Collaborate with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Develop and maintain a proposal calendar
- Coordinate and follow-up on the progress of submitted proposal
- Develop an annual grants strategy and management program
- Conduct prospect research to identify, cultivate and solicit new grants and major gifts
- Prospect and establish relationships with key stakeholders and solicits major gifts and sponsorships from foundations, corporations, community organizations and selected individuals
- Perform other duties as assigned

Qualifications

A minimum of 2 years of experience in research and grant writing
Bachelor's degree or equivalent combination of education and experience
Demonstrated ability to write successful grant proposals
Nonprofit experience a plus
Knowledge of SHS and Spokane area foundations and corporations a plus
Detail-oriented and deadline-driven
Clear, precise and compelling writing skills
Excellent research and organizational skills
Ability to effectively communicate
Motivated self-starter with the ability to work independently with purpose and accuracy
High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint

To Apply: You can apply on Facebook [here](#). Please send any additional documentation to Terena@spokanehumanesociety.org. No phone calls please.

This job description is not a contract. Management reserves the right to change its contents at any time. This organization is an "at-will" employer and is an Equal Opportunity employer. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, age, disability, sex or sexual preference.