Position: Grant Writer & Development Manager
Organization: After School All-Stars Puget Sound
Location: Tukwila, WA

ORGANIZATION BACKGROUND:

Founded in 1992, After-School All-Stars provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

The **Grant Writer & Development Manager** role for the Puget Sound chapter of After-School All-Stars reports to the Executive Director. This role will lead development systems, gift processing, grant writing and individual giving campaigns, as well as support marketing efforts for the chapter. It is expected that the majority of time (80%) will be focused on grant writing, reporting, researching new donors and supporting fundraising events, with remaining time being spent on marketing and communications projects (20%).

SPECIFIC RESPONSIBILITIES:

Development & Fundraising (80%)

- Research, vet, and add prospective donors to the queue of funding solicitations
- Manage all associated data via Salesforce (CRM database) by maintaining accurate records of relationships, deadlines, and funding deliverables to ensure compliance with reporting guidelines
- Write grant proposals and reports with strategy and support from chapter leadership
- Develop and maintain a body of current research and program impact data, including statistics, citations, stories and student testimonials
- Collaborate with Program, Operations, Evaluation and Development staff to ensure grant proposals and budgets reflect funding needs, gaps, and opportunities
- Manage grant spenddown through the grant management tool in collaboration with the Operations Coordinator and Program Manager
- Prepare donation and grant acknowledgement letters
- Manage the funding pipeline and track revenue progress to ensure ASAS Puget Sound is on track to achieve annual fundraising goal
- Maintain and expand existing funding partnerships that advance the mission of ASAS and work with the Executive Director to cultivate new funding relationships
- Utilize MobileCause to launch and manage individual giving campaigns (i.e. Year-End Appeal, GiveBIG Seattle, Combined Federal Campaign, individual giving at annual fundraiser event) in partnership with the Executive Director and local Advisory board
- Oversee funding partnership deliverables, including grant reporting and execution of activation events
- Work closely with the Executive Director and Program Manager to support and create turnkey corporate partner activation and employee engagement events at partnering school sites that are engaging and memorable for prospective and current funding partners
- Manage fundraiser event expenses to help determine the ROI
- Prepare development and fundraising reports for quarterly Advisory Board meetings
- Travel to off-site meetings, trainings, and events
- Perform other duties as assigned

Marketing & Communications (20%)

- Implement social media and online communication strategy to raise awareness of the ASAS Puget Sound brand
- Collaborate with National Marketing team to maintain the ASAS Puget Sound website with updated content and recognition of funding partners
- Manage contact lists and utilize Pardot to distribute monthly newsletters and other email communications throughout the year
- Prepare, update, and maintain adequate supply of media kits for the Executive Director
- Assist with the marketing of fundraiser events, including email communications, event materials and signage, vendor orders, and onsite event support
- Perform other duties as assigned

WHO SHOULD APPLY?

The Grant Writer & Development Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The successful candidate will be a detail-oriented self-starter with strong communication skills, excellent writing skills, and multi-tasking capability. Familiarity with the fundraising landscape and youth development programming in the Puget Sound region is highly desired.

- An undergraduate degree is required
- At least two years of experience in related field required
- Experience in relationship and project management
- Proven experience writing grant proposals; outstanding written and verbal communication skills are essential
- Demonstrated ability to multi-task and adhere to deadlines
- Well-organized with attention to detail
- Familiarity and experience working with diverse populations is strongly preferred
- Experience in supporting and executing fundraising events
- Experience leading social media outreach and campaigns
- Graphic design experience preferred (Adobe Creative Cloud)
- Tech savviness and excellent knowledge of MS Office, Office 365, and online applications (CRM tools, online analytics, etc.)
- Willing to think strategically and work in a highly collaborative environment

SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE GRANT WRITER & DEVELOPMENT MANAGER ROLE:

Submit a cover letter and resume via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Executive Director, Puget Sound, and indicate how your experience is relevant to this role with After-School All-Stars. Please include "Grant Writer & Development Manager" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.asaspugetsound.org