



Reports to: Senior Development and Communication Manager

FSLA Status: Independent Contractor

Compensation Range: The compensation for grant writing services is flexible and open to negotiation. Depending on the scope of work and agreement reached between the parties, payment may be structured as either a fixed fee per project or a retainer fee. Final compensation terms will be determined based on discussions between the client and the grant writer, ensuring that the arrangement is mutually beneficial and aligned with the project's objectives.

How to Apply: Applications will be accepted until position is filled. Please submit your resume, cover letter, and 2-3 writing samples that demonstrate proficiency in grant writing to the email: JuliaF@scidpda.org. Only complete applications will be considered.

SCIDpda Mission: Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 50-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District, and understand the importance of our organization in serving the district.

General Nature & Scope:

SCIDpda is seeking a skilled Contract Grant Writer to join our team on a contractual basis. The Contract Grant Writer will play a crucial role in securing funding opportunities to support our organization's programs, initiatives, and general operating fund. Reporting to the Senior Development and

Communication Manager, the Contract Grant Writer will be responsible for researching grant opportunities, developing grant proposals, and managing the grant application process.

Essential Duties:

1. Researching grant opportunities from government agencies, foundations, and other funding sources that align with SCIDPDA's mission and programs.
2. Collaborating with program staff to understand project needs and develop compelling grant proposals and budgets.
3. Writing clear, concise, and persuasive grant narratives, ensuring alignment with funder requirements and guidelines.
4. Managing the grant application process, including coordinating with internal stakeholders, collecting necessary documentation, and submitting timely and accurate grant applications.
5. Cultivating and maintaining relationships with funders, including stewardship activities such as reporting and grant compliance.
6. Tracking and reporting on grant activities, including grant awards, expenditures, and outcomes.

Preferred Qualifications:

1. Bachelor's degree in a relevant field (e.g., English, Communications, Nonprofit Management) or equivalent experience.
2. Proven experience in grant writing and grant management, preferably in the nonprofit sector.
3. Excellent writing, editing, and proofreading skills, with the ability to craft compelling narratives and grant proposals.
4. Strong research skills, with the ability to identify and evaluate funding opportunities.
5. Detail-oriented and organized, with the ability to manage multiple projects and deadlines simultaneously.
6. Knowledge of grant application processes and grant reporting requirements.
7. Strong interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.
8. Familiarity with the Seattle Chinatown International District and/or experience working in diverse communities is a plus.