



Grant Writer (Contracted)

The REACH Center - Tacoma, WA

Position description

Organization Description:

The REACH Center works with thousands of at-risk youth and young adults ages 16-24 each year to provide them with educational opportunities, career development, peer mentoring, and other supportive services. REACH has a strong track record of leveraging institutional partnerships to serve young people, and coordinates programs that annually place approximately 500 people in jobs, graduate 50 students on average from GED classes, and provide permanent housing for up to 75 youth experiencing homelessness. REACH is at the forefront of youth development, career readiness, and the fight against youth homelessness in the Greater Puget Sound Region. REACH co-locates 20+ youth-focused agencies onsite through a one-stop service delivery model to provide a robust continuum of services and supports for 16-24-year-olds.

Position Description:

REACH is looking for an experienced grant writer to work with the REACH Center Director to identify promising funding opportunities, set and maintain grant timelines and deadlines, write and edit content for grant funding opportunities, and submit grants and letters of inquiry on behalf of REACH.

Experience Required and Desirable Skills:

- 2-5 years of successful institutional advancement/grant writing experience
- Strong organizational skills and ability to set and maintain adherence to deadlines
- An ability to translate data and program jargon into compelling language
- Flexibility and adaptability with work schedule, which may include a higher work load when more grant opportunities are available
- A basic understand of the following is desirable but not required: at-risk youth cultural competency, re-engagement models and programs for out-of-school youth, trauma informed care, LGBTQ cultural competency, racial equity and anti-racist institutions, domestic violence issues, commercial and sexual exploitation of children (CSEC), and vicarious trauma.
- Passion for the REACH mission is a plus.
- Typing proficiency of at least 55 wpm.
- Washington Driver's License and reliable mode of transportation required by time of hire.

Competencies:

1. **Accountability:** Ability to operate with integrity and manage tasks and relationships in a manner that meets job requirements and program outcomes. Commitment to maintaining required reporting and tracking systems in timely, thorough and accurate manner.
2. **Collaboration:** Ability to participate as an active member of the staff team and develop strong relationships with partner organizations.
3. **Communication:** Strong written and oral communication skills, including openness to feedback, and ability to present information concisely and effectively, both verbally and in writing.

4. **Flexibility:** Ability to adapt to changing needs, priorities, and timelines. Willingness to accommodate a flexible schedule and to adjust schedule for evenings and weekends events.
5. **Organization:** A self-starting and energetic person with the ability to gracefully manage deadlines, priorities, and multiple projects and work independently. Requires time management skills, systems thinking and implementation and ability to set priorities.
6. **Professional Development:** A person who continuously seeks to expand skills and competencies and who holds a commitment to improving effectiveness by giving and receiving feedback about professional growth areas.
7. **Self-care / Trauma Stewardship:** A person who operates with a high degree of emotional maturity and implements practices of self-care while caring for others as to mitigate the impact of secondary trauma.
8. **Social-Political Awareness:** Holds a strong social, racial, gender, sexual orientation, and economic justice analysis and framework with demonstrated cultural responsiveness and is committed to recognizing and working on individual areas of privilege, oppression, and self-care.

Compensation:

Compensation will be on an hourly or monthly basis and will be commensurate with the skills and experience of the candidate. Hours worked will vary by month.

How to Apply:

Email a cover letter, your resume, and three professional references to:

jobs@reachtacoma.org

Additional Information:

Tacoma Community House is the fiscal sponsor of The REACH Center. While all work-related duties will be performed at and for The REACH Center, this position will be filled by Tacoma Community House, one of the longest-serving nonprofits in Tacoma.

Tacoma Community House is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. TCH is an equal opportunity employer and service provider and does not discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, political or union affiliation, marital status, sexual orientation, Vietnam era veteran status or other non bona fide job requirement. Applicants in need of accommodations are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.