

Job Description

Title: Funding Program Specialist

Location: Seattle, WA

Work Schedule: Full-time, occasional evenings or weekends as needed

Compensation: \$45,000 to \$50,000 DOE

Benefits: Health, Dental Insurance, Retirement Contribution, Vacation and Holidays

Open: Now

Closes: When filled

Since 1999, Stewardship Partners has been incubating ideas, creating solutions, and developing a wide variety of partnerships by engaging people from all walks of life into becoming caretakers of the land and water surrounding and sustaining us. More at stewardshippartners.org

Job Summary:

Stewardship Partners is seeking a Program Specialist with experience in grant writing, event planning, and communications. This position requires strong organizational skills, a keen eye for detail, and the ability to work simultaneously on various events and projects. This is a unique opportunity to direct your energy and talents towards a well-established organization with a solid reputation for improving the quality of life for all inhabitants, human and wild, in the Puget Sound region.

Primary Duties and Responsibilities

- Research grant opportunities and present them to staff to decide whether to apply or not
- Solicit grant application ideas from staff
- Write, edit, and submit grant applications, reports, invoicing, and other associated documents as needed
- Meet regularly to discuss program grants with relevant staff
- Project management on specific received grants
- Assist the Executive Director in donor relations and annual appeal
- Participate with the Board of Directors and other staff in developing a communications and events plan for the organization
- Tabling & outreach events—attending alongside staff and/or interns
- Help produce events (Feast on the Farm and Green Infrastructure Summit)
 - Attend planning meetings for the Summit

- Outreach for sponsors and in-kind donations for Feast and Summit
- Manage office supplies, calendar and schedule meetings
- Work on updating Stewardship Partners' and associated programs' outreach materials
- Create new outreach materials and publications when needed
- Help with administrative related tasks such as emails, scheduling meetings, timeline tracking, invites, etc.
- Manage interns' working schedule and work plan, providing initial training and any assistance as needed

Qualifications and Personal Characteristics

The ideal candidate will:

- Understand ethical behavior and business practices and ensure that personal behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Independently set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities, often times while multitasking multiple projects at once.

Education, Experience and Skills

- Bachelor's degree or greater; relevant work experience will be considered
- Ability and knowledge to coordinate fundraising and conference-type events
- Strong writing skills and verbal communication
- Marketing and Design experience
- Ability to manage and effectively use multiple marketing platforms such as Mail Chimp, all social media, Auctria and website management
- Understanding of software systems: (Salesforce NPSP), event platforms, and Adobe Suite a plus

Submitting an Application

Interested applicants should send a copy of their resume and cover letter.

Email application to: info@stewardshippartners.org with "Funding Program Specialist" in the subject line.

Mail application to: Stewardship Partners
80 Yesler Way Suite 315
Seattle, WA 98104

Stewardship Partners is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law.