



Job Description Grant Writer and Relationship Development Manager
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Job Title:	Grant Writer/Relationship Development Manager	Status:	Regular, Full-Time (36 hrs/week)
Reports To:	Director of Development	Starting Salary:	\$65,000- \$70,000 DOE/DOQ
Program:	Development	Classification:	Exempt
Application Requirements:	To be considered, applications must include a resume and a letter of interest that includes a statement regarding the applicant’s commitment to racial equity.		

ABOUT THE MOCKINGBIRD SOCIETY

The Mockingbird Society (TMS) is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY

The Grant Writer and Relationship Development Manager partners across the organization and externally to share the work of The Mockingbird Society. This is accomplished using relationship-based fundraising strategies along with excellent written, verbal, and listening skills. The Manger oversees the annual grant and reporting calendar, writes proposals, manages sponsorships, and supports major gift proposal development. The Manager will build and maintain relationships across our community of support and serve as an ambassador of our mission. A successful Grant Writer and Relationship Development Manager can work independently while thriving in a collaborative environment, approaches their work from a foundation of equity and racial justice, and develops proposals with care and creativity.

ESSENTIAL RESPONSIBILITIES

Grant Management and Grant Writing

- Manage a grant portfolio of \$1 million+ in annual revenue.
- Lead strategy, effective management, and communication for the annual grant calendar.
- Build and maintain relationships with current and potential funders using strategies that emphasize building relationships, engagement, investment, stewardship, reporting, and measurable goals.
- Participate in annual development planning process, producing a written plans with measurable goals and annual work plans.
- Partner with the program team to deliver accurate and timely reporting.
- Create and communicate quarterly grant revenue forecasts.

Department Support, Corporate Partnership, and Individual Funder Proposals

- Support overall department revenue goals.
- Manage and deliver corporate sponsorship requests.
- Support preparation of departmental written materials for effective proposals and external communications for sharing stories, securing funding, and corporate support.
- Partner with the program team Development Director to develop accurate program descriptions, external messages, and consistent boilerplate.
- Document funder workplans, interactions, and progress using database protocols and procedures are comprehensive, best practice, and executed with discipline and accuracy.

Equity, Diversity, and Inclusion

- Work with staff and board to engage in the ongoing race equity work of Mockingbird.
- Participate in the Race Equity Committee during staff meetings.
- Approach development, community engagement, and communications from a foundation of equity and racial justice.

QUALIFICATIONS

- BA or MA degree or equivalent. CFRE, MNPL, or fundraising certificate a plus.
- 3-5 years' experience in a grant writing position.
- Exceptional organizational skills; able to meet deadlines while balancing multiple projects.
- Experience planning and coordinating large-scale events.
- Experience creating reports in Salesforce or other nonprofit CRM applications preferred.
- Exceptional written communications skills.
- Proficient in Microsoft Office including Outlook, Word, Excel, and PowerPoint; knowledge of graphic design applications such as Adobe InDesign and Photoshop helpful.
- Ability to problem-solve and take limited direction on tasks, strong analytical skills.
- Ability to maintain a positive, professional, and service-oriented approach toward a variety of stakeholders including young people, foster parents, donors, community members, legislators, etc.
- Ability to represent the organization at fundraising and community events, comfortable with public speaking.
- Must thrive working for a small, mission-driven nonprofit organization.

OTHER REQUIREMENTS

Ability to perform moderate physical work. Upon date of hire, must be able to pass a Washington State and national criminal history check. Access to transportation for external meetings required.

BENEFITS

TMS provides competitive compensation, medical/dental/vision coverage, retirement plan, sick leave, family leave, paid holidays, and generous vacation in a collaborative and engaging work environment.

EMPLOYMENT POLICY

The Mockingbird Society is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

HOW TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org. No calls please. Thank you!

Revised: 09/09/2021