



## **JOB POSTING**

### **GRANT/CONTRACTS MANAGER**

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Would you like to be part of the best non-profit organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams and Board of Directors work side-by-side to determine the needs for our agency.

#### **GENERAL SUMMARY**

The Grant/Contracts Manager monitors the expenditure of multiple grant sources assuring compliance with grant activity and reporting requirements. Establishes standards and deadlines for proposals, resources, researches funding sources, and writes proposals to support the grant writing and reporting activities of the organization. Cultivates and manages relationships with current and prospective funders.

#### **ESSENTIAL DUTIES:**

- Write and submit grant and contract proposals
- Organize and maintain records of all grant and contract funding
- Serve as liaison with grantors in regards to all grant and contract management
- Develop and monitor grant/contract budgets; prepare and submit monthly grant/contract invoices; forecast grant/contract revenues; and assist Finance Director with monitoring cash flow
- Participate in development of annual agency budget and cost allocations
- Keep up-to-date with all levels of public funding sources and trends
- Work cooperatively with all staff; participate in Department and agency-wide staff meetings and planning sessions.
- Represent the agency within appropriate community organizations. Communicate with all staff and members of the public in a manner that reflects respect and equality around all individuals of diverse backgrounds.

#### **MINIMUM QUALIFICATIONS:**

- B.A. degree
- Experience managing grants and contracts
- Experience researching and writing grant applications (sole or primary writer) in particular to public entities (federal, state, county, city)
- Excellent verbal and written communication skills
- Demonstrates advanced experience with Excel and accounting software (Abila preferred)
- Proven ability to manage a high level of detail and to meet multiple co-occurring deadlines
- Proven ability to work collaboratively with internal teams and community partners
- Experience with outcomes-based funding

This is a full time, salaried exempt position reporting to the Executive Director. The typical schedule is Monday through Friday. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to:



Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976

or email at: [admoffice@dvs-snoco.org](mailto:admoffice@dvs-snoco.org)

Only candidates that meet the posted qualifications will be contacted by our recruiter.