

# Grant Writer

## Internship

### **NATURE OF ORGANIZATION:**

Washington Autism Alliance is a statewide nonprofit organization serving more than 2800 children and adolescents. We are looking for someone who can assist in all aspects of the grant writing, preparation, and submission process, generating letters of inquiry, proposals and other supporting documents in response to solicitations. If you have exceptional writing skills, have a natural desire to help people understand things that are hard to understand and want to make a difference in the lives of those with ASD, we want to hear from you.

**REPORTING TO:** CEO and Program Director

**REQUIREMENT:** 20 hours per week

### **JOB DUTIES:**

- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Work with relevant, internal staff and faculty to obtain the information required to obtain purpose, goals, and objectives.
- Research prospective foundation and institutional funding opportunities to develop and expand a strong grant pipeline.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Develop or maintain online help documentation.
- Other duties as assigned.
- Research, outline, write, and edit new and existing content, working closely with various departments to understand team requirements
- Independently gather information to develop, organize, and write procedure manuals, process, and workflow documentation
- Work with the team to identify all documentation repositories, revise and edit, and determine the best solution for data compilation and centralized storage

- Maintain a calendar of proposal deadlines, assist in developing and submitting funding inquiries. Develop and maintain records related to corporate and foundation prospects, including proposal documents and grant agreements.

**Preferred Qualifications**

- Proven ability to quickly learn and understand complex topics
- Previous experience writing documentation and procedural materials
- Superior written and verbal communication skills, with a keen eye for detail
- Demonstrated self-starter with the ability to work well independently, as well as being a contributor in a team environment
- Work with confidential information and show discretion
- Flexible, creative, solution oriented

For questions or with interest in this opportunity, please send your latest resume and cover letter to [Office@WashingtonAutismAdvocacy.org](mailto:Office@WashingtonAutismAdvocacy.org)