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WAA Program Manager

Washington Autism Alliance (WAA) is dedicated to improving the lives of individuals with autism spectrum disorders (ASD) and other intellectual and developmental disabilities (IDD) and their families. We provide essential support services, including:

- **Family Support:** Offering guidance, resources, and community connections to help families navigate challenges and access appropriate services.
- **Training and Education:** Providing training and education to professionals and families on evidence-based practices, early intervention, and other relevant topics.
- **Advocacy:** Advocating for policies and systems that support individuals with ASD/IDD and their families, including increased access to healthcare, education, and community services.

Embark on a fulfilling career at WAA. Our purpose-driven work and collaborative team environment offer the chance to make a real impact while growing professionally and personally.

Program Manager

WAA seeks a highly organized and motivated Program Manager to secure funding from public and private sources. This key role involves end-to-end grant management, including collaborative proposal development, timely report preparation, and serving as the primary point of contact for each submission. The Program Manager will also cultivate strong relationships with community partners, effectively communicating WAA's mission, programs, and events to the autism/DD community and related stakeholders.

The ideal candidate will possess a deep understanding of healthcare and health insurance disparities affecting individuals with autism and developmental disabilities, along with knowledge of evidence-based services and family support.

Key Responsibilities:

- **Grant Development:** Partner with program staff to develop compelling proposals aligned with funder priorities; write and submit letters of inquiry and full grant applications (narrative, attachments, budgets); track proposals and provide monthly status reports.
- **Grant Management & Coordination (50%):** Attend funder briefings; collaborate on refining grant policies and procedures; manage timely and accurate progress reports; ensure grant compliance (contracts, acknowledgements, reporting calendars); co-write interim and final reports; contribute to continuous program quality assessment (logic models, goal setting, data collection, tool design, reporting); oversee evaluation interns; generate financial information for proposals and reports.
- **Strategic Partnerships & Communication (30%):** Engage and maintain relationships with statewide networks addressing healthcare disparity; support funder vetting and stewardship; build strong working relationships with internal teams, vendors, agencies, and partners to promote integrated communications.
- **Other (10%):** Maintain personal contact with individuals and families impacted by autism; participate in department administration; assist with other fundraising projects.

Required Qualifications:

- Three or more years of experience with grant development and management.
- Demonstrated knowledge of corporate communications and public relations.
- Strong organizational and time management skills with the ability to manage high-volume, detailed work under deadlines.
- Proven networking, relationship-building, and communication (oral, written, visual) skills.
- Extensive understanding of systemic healthcare and health insurance disparities for individuals with disabilities.
- Familiarity with evidence-based strategies and practices relevant to autism, mental health, and family services.
- Knowledge of national, state, and local funders supporting health insurance navigation.
- Ability to collaborate effectively on grant proposals and reports.
- Demonstrated ability to work independently, meet deadlines, and manage multiple projects.
- Proficiency in Microsoft Office Suite, database spreadsheets, and online communication tools. CRM experience preferred.
- Willingness to work occasional evenings and weekends and travel statewide.
- Satisfactory background clearance.
- Bachelor's degree in a relevant field.
- Strong attention to detail, follow-through, and commitment to quality.
- Experience with five and six-figure grants.

Preferred: Background in government relations and public health; ability to thrive in a dynamic team; strategic planning and creative thinking skills; experience handling confidential information; flexibility and problem-solving skills; budget development experience; content expertise in ASD and treatment modalities.

To Apply: Submit a resume, cover letter, professional references, and grant writing samples where you were the lead author to office@washingtonautismadvocacy.org

Reports to: Chief Executive Officer and Operations Manager

Appointment: 20 hours per week

Job Type: Part Time

Compensation: Based on qualifications: \$29.00 to \$32.00 per hour.