



THE OPPORTUNITY

TeamChild seeks a Grants & Partnerships Manager (GPM) to support a phase of critical programmatic and funding growth in the agency's 25-year history. With the Director of Investments & Partnerships and the Communications Manager, the GPM will work collaboratively with both internal and external audiences to achieve TeamChild's fundraising activities. Primary duties include preparing grant proposals, reporting, managing appeals and campaigns, and supporting the organization's investment pipeline and major donor efforts. The GPM will report to the Director of Investments & Partnerships and be part of a 3-person Investments & Partnerships/Communications team.

WHO WE ARE

Headquartered in Seattle, with regional offices in Pierce, Spokane and Yakima counties, TeamChild is a nationally recognized nonprofit organization providing civil legal aid to vulnerable youth across Washington State. The mission of TeamChild is to uphold the rights of youth involved, or at risk of involvement, in the juvenile justice system. TeamChild works to help youth secure the education, healthcare, housing, and other supports needed to achieve positive outcomes in their lives. TeamChild believes that racial and other social identities should be respected and affirmed. In support of this belief, an equitable and inclusive organization is being built. Staff, volunteers and board members are leveraging dynamic resources and evolving consciousness to address institutional racism and other forms of oppression. This commitment provides a foundation for empowering the youth and families, ensuring they are justly represented and their desires are amply fulfilled.

HOW TO APPLY

Please email a concise letter of interest, resume, and a writing sample to jobs@teamchild.org using the following file naming convention: "[Last Name] – Letter, [Last Name] – Resume, and [Last Name] – Writing Sample." Please note "Grants & Partnership Manager" and your last name in the subject line. Also, please note how you learned of this opportunity. The first review of applications will be conducted on June 22, 2022. Position open until filled. Before submitting your application, please check TeamChild's website to make sure that this position is still open.

All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply. TeamChild is an Equal Opportunity Employer. TeamChild is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff.

Vision

Young people have power and experience belonging at school, at home, and in their communities.

Values

Centering youth – We take bold, creative action in support of young people's self-determination.

Wholeness – We give and receive real support and care for ourselves, clients, and communities. We bring our whole selves to work.

Accountability – We operate from an anti-oppression foundation. We act with integrity and intentionality and encourage each other to be better every day.

Anti-racism – We operate with anti-racist principles to undo and end all intersecting forms of oppression.

King, Pierce, Yakima and Spokane



Founded in 1996

Budget \$3.5m

35 FTE

Salary & Benefits

\$60,000 - \$65,000 DOE
Medical, Dental, and Vision coverage, generous PTO, long/short term disability, 403b, \$1,000 wellbeing benefit, work flexibility.



Grants & Partnerships Manager

WHO WE ARE

Headquartered in Seattle, with regional offices in Pierce, Spokane and Yakima counties, TeamChild is a nationally recognized nonprofit organization providing civil legal aid to vulnerable youth across Washington State. The mission of TeamChild is to uphold the rights of youth involved, or at risk of involvement, in the juvenile justice system. TeamChild works to help youth secure the education, healthcare, housing, and other supports needed to achieve positive outcomes in their lives.

TeamChild achieves impact through three main program strategies: civil legal services, training and consultation, and policy advocacy. Our broad impact goals include (1) decriminalization, decarceration, and abolition, (2) expanding and investing in community-led and community-based alternatives and resources, (3) increasing equitable access to education, healthcare and housing supports, and (4) shifting power and repairing harm in BIPOC communities.

At TeamChild we believe that racial and other social identities should be respected and affirmed. In support of this belief, we are building an equitable and inclusive organization and providing our team of staff and Board members with the tools to address institutionalized racism and other forms of oppression. All members of our team are responsible for providing and supporting an equitable and inclusive work environment that will enrich our interactions with each other and our services. This responsibility provides the foundation for shifting power to the youth and families that we serve so their needs are justly represented, and their goals amply fulfilled.

THE ROLE

TeamChild seeks a Grants & Partnerships Manager (GPM) to support a phase of critical programmatic and funding growth in the agency's 25-year history. With the Director of Investments & Partnerships and the Communications Manager, the GPM will work collaboratively with both internal and external audiences to achieve TeamChild's fundraising activities. Primary duties include preparing grant proposals, reporting, managing appeals and campaigns, and supporting the organization's investment pipeline and major donor efforts. The GPM will report to the Director of Investments & Partnerships and be part of a 3-person Investments & Partnerships/Communications team.

ESSENTIAL JOB RESPONSIBILITIES

Relationship Building and Community Engagement

- Collaboratively plan and conduct annual appeal(s) with Director of Investments & Partnerships.
- Collaborate with all staff on creating mission-driven, compelling stories and messages for grants, communications, and events.
- Support TeamChild statewide fundraising activities including campaigns, events, and donor cultivation.
- Maintain and update donor databases and records to ensure accurate donor information, contact reports, and gift entry.
- Generate reports, dashboards, and metrics around fundraising progress.
- Manage the gift acknowledgment process.

- Collaborate with the Communications Manager to incorporate fundraising campaign messages externally and collaborate to ensure consistent and accurate messages across channels and campaigns.

Grant Management

- In collaboration with the Director of Investments & Partnerships, and program leaders manage and prepare grant proposals and reports for funding partners by communicating TeamChild's goals, mission, and programs.
- In collaboration with the Director of Investments & Partnerships, work closely with staff members to synthesize program activities, data, and financials for proposals and reports.
- Manages the proposal submission process to ensure timely submission of all required materials.
- Promote relationship building with funders and institutional partners.
- Develop annual grants plan in partnership with the Director of Investments & Partnerships.
- Maintain and update grants calendar and other reporting tools as needed.
- Maintain funder information, strategy, and moves in donor database.

Project Management

- Effectively prioritize projects and assigned action items, applying an appropriate level of ownership to each task.
- Record meeting minutes and facilitate completion of action items.
- Provide general project management support to the Investments & Partnerships team.

IDEAL SKILLS AND QUALIFICATIONS

Required Qualifications

- Demonstrated experience breaking down big projects into manageable pieces and following through to timely completion.
- Proactive problem solver/solution seeker.
- Ability to coordinate and track schedules and plan meetings with multiple busy stakeholders.
- Basic understanding of fundraising practices for nonprofits.
- Excellent written and oral communication skills.
- Excellent organizational skills and superior attention to detail with strong and consistent follow-through.
- Excellent skills with office technology, including strong computer skills and experience with Microsoft Teams, database management systems, Microsoft Word, Excel, and Adobe Acrobat. Demonstrated ability to learn and master new technology and software applications.
- Strong interpersonal skills and ability to work and build relationships across racial, socio-economic, professional, and geographic differences.
- Commitment to confidentiality of donors, clients, staff and board.
- Ability to learn quickly and work both independently and collaboratively.
- Familiarity with racial equity analysis and commitment to undoing institutional racism.
- Committed to working in alignment with TeamChild's values around anti-racism and undoing other forms of oppression.

Preferred Qualifications

Previous experience in project management, nonprofit administration, and/or grant writing/management. Working knowledge/experience with CRM's (particularly Donor Perfect and/or Constant Contact).

CULTURE

TeamChild is a unique, values-driven organization that is boldly committed to creating and maintaining a work environment that supports collaboration, inclusion, shared accountability, distributed power and non-hierarchical operations. At its core, TeamChild fights for effective solutions and community-driven strategies that nurture and develop the health and wellbeing of young people, instead of exclusion and incarceration. Individuals who work for TeamChild are naturally aligned with the following:

- A commitment to anti-racism, anti-oppression, intersectional equity analysis.
- A focus on relationship building.
- An ability to listen with an open mind and a deep commitment to including and respecting diverse viewpoints.
- Values collaboration and inclusive decision-making.
- A proactive, passionate, and collaborative attitude.
- A foundation of self-awareness that provides space for learning and growth.

COMPENSATION AND BENEFITS

This is a full-time position that requires a willingness to work some evenings and weekends, as well as occasional travel within the state. The anticipated salary range for the position is \$60,000 - \$65,000, depending on experience.

Candidates for this position may be credited for additional years of experience based upon the candidate's lived experience with systems of oppression reflective of our clients' experiences. This encompasses the candidate's own significant interactions in these systems, particularly if you were impacted by low income or lack of financial resources at that time: Juvenile Courts, Prior incarceration, Foster Care, Housing Instability or Homelessness, Long-term or regular patterns of school exclusion (for example, frequent suspension, long-term suspension or expulsion), Barriers to accessing adequate Special Education services, Barriers to accessing adequate Behavioral Health Care services, and/or Barriers to navigating the immigration system. Additional lived experience not listed may be considered.

TeamChild offers full benefits including medical, dental, vision, Employee Assistance Programs (EAP), generous paid time off, long- and short-term disability, life insurance, and options to set-up Flexible Spending Account (FSA) and 403b retirement accounts. TeamChild also offers an annual \$1,000 wellness benefit to employees.

TO APPLY

Please email a concise letter of interest, resume, and a writing sample to jobs@teamchild.org using the following file naming convention: "[Last Name] – Letter, [Last Name] – Resume, and [Last Name] – Writing Sample." Please note "Grants & Partnership Manager" and your last name in the subject line. Also, please note how you learned of this opportunity. The first review of applications will be conducted on June 22, 2022. Position open until filled. Before submitting your application, please check TeamChild's website to make sure that this position is still open.

All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply. TeamChild is an Equal Opportunity Employer. TeamChild is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff.