

Grants Specialist
Kim Joyce and Associates

Location: Scottsdale, AZ
Reports to: Grants Specialist
Salary: \$45,000 - \$55,000, Full-time DOE.
Status: Full-time or Part-Time
Benefits: Vacation, paid sick leave, paid holidays, health insurance, dental insurance, and professional development. Pathway to Senior Grants Specialist position. 401K offered after one year with immediate vesting.

Kim Joyce & Associates, a trusted, local grant writing firm, offers a collaborative approach for our clients by delivering quality services including highly competitive grant proposals, funding opportunities research, grant writing training, grant office assessments, and grants management services (pre-, and post-award). We have high expectations, and our results speak for themselves. The best part of working on our team? We learn, grow, share, strategize, laugh, work our tails off, celebrate our wins, and have fun together! Our clients are nonprofit and for-profit organizations, institutes of higher education, school districts, charter schools, hospitals, units of local government, tribes, and public agencies throughout the country.

Our business approach is simple - our team is passionate about our clients, while sharing knowledge, experiences, and skills with one another. We enjoy working as a team, and we pride ourselves on exceeding expectations.

As our business expands, if you would like to be a part of our growing team, our positive work environment, and join us doing work that truly impacts people and communities, we would like to speak with you.

Position Responsibilities and Duties:

- Work with Senior Grants Specialist.
- Complete assigned grant applications.
- Research grant funder opportunities.
- Become quickly proficient in the technology used by the Company to report and track client information, manage projects and workflow, and all communication channels.
- Meet expected standards of excellence, accuracy, and timeliness in all work produced.
- Organize your work to assure all required deadlines are met.

Position Qualifications:

- Experience in grant-seeking, grant research, grant writing, program design, and evaluation.
- Well-developed oral and written communication skills.
- Strong knowledge of computer programs, software, and online document sharing programs.
- Ability to prioritize and meet deadlines.
- Strong knowledge of online grant application portals (foundation, corporate, and government).
- Minimum 2-4 years' grant writing experience – no exceptions.
- Requires, at a minimum, a Bachelor's degree.

Professional Skills:

- Ability to communicate and discuss, in writing and verbally, in a clear, concise, well organized manner.
- Demonstrated proficiency in the use of MSOffice - Outlook, Excel, and Word.
- Critical thinking and organizational skills are a must.
- Become quickly proficient in Asana or other project management software, Zoom conferencing, grant data base management programs (GrantHub), and online document sharing programs (Dropbox and Google Docs).

Qualified candidates will send a cover letter and resume combined in one PDF document to employment@kimjoyceandassociates.com and include your name and the position title in the subject line of the email. Applicants who follow these instructions will be considered. Applications will be accepted until the position is filled.

Kim Joyce and Associates is an equal opportunity employer.