

Senior Grants Specialist
Kim Joyce and Associates

Location: Scottsdale, AZ or Remote
Reports to: CEO and Senior Project Manager – Grant Writing Division
Salary range: \$65,000 - \$85,000, DOE.
Status: Full-time, in-office position locally; fully remote if out of state
Benefits: Vacation, paid sick leave, paid holidays, professional development, and 401K (4% match and employees are immediately vested upon enrollment)

Kim Joyce & Associates is looking to hire two (2) seasoned **Senior Grants Specialists** (1 in our Scottsdale office and one fully remote position – EST preferred). As a trusted, national grant writing firm, we offer 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 hard, celebrate our wins, and have fun together! Our clients are nonprofit and for-profit organizations, institutes of higher education, school districts, charter schools, hospitals, municipalities, 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.

Senior Grants Specialist Position Responsibilities:

- Provide extensive grant funder research.
- Support analysis, planning, implementation, evaluation, and writing of grant applications as assigned.
- Meet grant application deadlines as assigned.
- Work as a team with grant writers, consultants, and the CEO to develop application components as required, and assigned.
- Be proficient in all company organizational systems and technology used for reporting and tracking client information.

- Maintain quality control and execution of company policy, procedures, and services.
- Continuously work to assure the highest level of customer service.
- Write federal, foundation, corporate, and other types of grant applications, as necessary.

Position Qualifications:

- Experience in grant seeking, grant research, grant writing, program design, and evaluation is a must.
- Well-developed oral and written communication skills.
- Strong knowledge of computer programs, software, and online document sharing programs.
- Ability to organize and prioritize to successfully meet deadlines.
- Strong knowledge of online grant application portals (foundation, corporate, and government).
- Requires, at a minimum, a Bachelor's degree.

Professional Skills:

- Critical thinking, attention to detail, and organizational skills are a must.
- Minimum 5-7 years of grant writing experience – no exceptions (including writing and submitting funded Federal grants). For those that have just started to dabble in grant writing or have writing experience in another sector, this is probably not the position for you.
- Exceptional writing and computer skills, including Microsoft Word, Excel, Adobe Pro, etc.
- Confidence, integrity, honesty, and ability to give and receive constructive feedback.
- Genuine care for client outcomes.
- GPC preferred, but not required.

Qualified candidates should submit a cover letter and resume combined in one PDF document to employment@kimjoyceandassociates.com. Please specify the position title you are applying for in the subject line of the email. Only applicants who follow these instructions will not be considered. Applications will be accepted until the positions are filled.

Kim Joyce and Associates is an equal opportunity employer.