



Position Description:

Title: Quality Assurance Specialist

Reports To: Senior Quality Assurance Manager

Hours: M-F

Supervises: No Supervision

Compensation: \$55,000 - \$68,000 annual salary, DOE

Benefits: Vacation, paid sick leave, paid time off, paid holidays, health insurance (employer pays a portion of the employee's monthly premium), and 401K

Position Summary: Person in this position will assist the Senior Quality Assurance Manager in reviewing and submitting local, regional, and national foundation, corporate, city, county, and state grants. The Quality Assurance Specialist will learn the skills necessary to oversee review and submission of projects independently within their assigned grant team. Essential Job Functions include those listed below.

Essential Job Functions:

- Review drafts of grants in accordance with KJA procedures/policies, including copy editing, content editing, and review of documents/attachments related to grant submissions.
- Assist with collection of required attachments and documents related to grant submissions, as needed.
- Monitor and provide updates to the Senior Quality Assurance Manager on grant assignments.
- Build and maintain expert-level knowledge of KJA clients and programs within assigned client portfolio.
- Assist Senior Quality Assurance Manager, writers, and/or clients with final submission process, as needed.
- Compliance with time frames and activities related to grant tasks.
- Other relevant duties as assigned

Essential Qualifications:

- Strong organizational skills
- Excellent verbal and written communication skills
- Must be extremely precise and detail oriented
- Must be proficient in Microsoft "Office" and "Works" software
- Familiarity with "Adobe Pro" and "Visio" a plus
- Familiarity with grant writing and/or the submission process is required
- Familiarity with Arizona's local government funders is highly preferred
- Familiarity with regional and national government grants is highly preferred

Education:

- Bachelor's degree in Journalism, English, or related field
- Specialized training or experience in grant development and grant reviewing is required (a minimum of 5-7 years of grant experience, including reviews)

Working Conditions:

- KJA Office/Headquarters in Scottsdale – this is not a remote position
- Minimal noise



Physical Demands:

- Primarily desk work
- Bending, stooping, reaching
- Occasional lifting of more than 10 pounds

How to Apply

Qualified candidates should submit a cover letter and resume 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 be considered. Applications will be accepted until the position is filled.