



Position: Senior Grants Specialist - Federal Grant Writer

Job Type: Full Time

Location: On site in Scottsdale, AZ / or / Remote for those who live over 50 Miles from our Scottsdale Office.

Remote Locations: KJA only employs individuals in the USA. We are not able to employ anyone who lives outside of the USA or who resides in the following states: California, New York, New Jersey, Washington State, North Dakota, Wyoming, Puerto Rico, or the US Virgin Islands.

Reports To: Director of Operations

Compensation Range: \$67,500 - \$80,000, DOE

Pay Schedule: Semi-Monthly on the 7th and 22nd

About Kim Joyce and Associates

Kim Joyce & Associates is a grant writing and consultancy firm headquartered in Scottsdale, Arizona. Our clients are local and national nonprofit organizations, institutions of higher education, school districts, charter schools, hospital systems, units of local government, tribes, and public agencies throughout the country. We are proud to play a part in helping our clients make a positive difference in their communities, their organizations, and in the lives of others.

Our business approach is simple – Build Teams that work collaboratively and closely with our clients to deliver quality services. Our teams are passionate about our clients, and we pride ourselves on exceeding expectations. We share our knowledge, skills, and expertise to work together for the benefit of our clients.

We are looking for people who are the best in their field and who want to do work that makes a difference. If you are looking to be a member of a truly supportive team, in a positive and fun work environment, we encourage you to review the position details below and, if you have the required qualifications, submit your application.

Detailed Summary of Benefits

- Minimum of 40 hours of Paid Sick Time (PST), based on state of residency, frontloaded and available for use at the beginning of each calendar year. New employees starting during the year will receive a pro-rated amount of PST hours based on their start date.
- Up to 80 hours of Paid Time Off (PTO) each calendar year, accrued at 3.33 hours per payperiod, for FT Employees.
- Up to 40 hours of Paid Time Off (PTO) each calendar year, accrued at 1.67 hours per payperiod, for PT Employees.
- 80 hours of Paid Vacation Time after one year of continuous employment, frontloaded on work anniversary date for FT employees. (PT = 20 hours.)
- 120 hours of Paid Vacation Time, frontloaded on the work anniversary date, after your 5th year of continuous employment for FT employees. (PT remains 20 hours.)
- 9 Paid Holidays each calendar year.
- 401K plan with matching up to 4% with immediate vesting. Eligible after 1 year and 1,000 hours.
- \$50,000 in Employer Paid Group Life and AD&D Insurance.
- Employer paid Virtual On-Demand Counseling and Virtual Urgent Care through Recuro Health.
- Group Health Insurance with multiple choices available. Employer pays a portion of premium. Open to all W2 employees who work 30+ hours per week. Option to open HSA when enrolled in compatible health plan.
- Voluntary Group Dental & Vision Plans available.
- Additional Voluntary Supplemental Plans available: Term Life Insurance, Whole Life Insurance with a Long-Term Care Rider, Accident Insurance, Cancer Insurance, Critical Illness Insurance, Short & Long Term

Disability, Gap Insurance, Hospital Confinement Insurance, and Beyond Med health and wellness discount plan.

- Professional Development opportunities. Company will pay for certifications and other continuing education.

Position Description

Looking for an experienced Federal Grant Writer to draft, edit, and review grant applications with meticulous attention to detail, ensuring accuracy and adherence to guidelines. Must also have the ability to conduct thorough research to identify federal grant opportunities that align with the organization's objectives and initiatives.

If you are an independent, detail-oriented, and proactive professional with a successful track record in federal grant writing, we invite you to apply. Join our team and contribute to our mission by securing funding for impactful projects.

Essential Job Functions

- Grant Writing: Experience with federal grant writing and research as well as other types of grant writing (corporate, foundation, etc.).
- Analytical Excellence: Utilize strong analytical and deductive reasoning skills to distill complex information and data into compelling grant proposals.
- Autonomous Work: Demonstrate a proactive and autonomous approach to grant writing, taking ownership of the process and effectively problem-solving as needed.
- Project Management: Manage projects effectively, demonstrating strong planning, organizational skills, and attention to detail.
- Process Improvement: Contribute to process enhancements by offering suggestions to improve grant proposal quality and streamline workflow.
- Stakeholder Collaboration: Collaborate with internal stakeholders to gather relevant information and ensure coherence in grant applications.
- Efficiency in Fast-Paced Environment: Exhibit a sense of urgency, multitask efficiently, and adapt to shifting priorities in a fast-paced work environment.
- Workflow Automation and Documentation: Automate workflows, document procedures, and consistently refine processes to enhance efficiency.
- Professional Communication: Communicate effectively both in writing and verbally, maintaining a high level of professionalism and attention to grammar and formatting.
- Technical Proficiency: Utilize advanced computer skills, including proficiency in Microsoft Office applications, to create impactful grant proposals.
- Independent Accountability: Work independently with minimal supervision, taking responsibility for high-quality and timely task completion.
- Collaborative Coordination: Coordinate input from team members as required, fostering effective collaboration in grant writing.

Position Qualifications

- Proven track record in federal grant writing with demonstrated success in securing grant awards.
- Independent, detail-oriented, and proactive professional with a successful track record in federal grant writing and research.
- Strong analytical and deductive reasoning abilities, coupled with a proactive problem-solving mindset.
- Exceptional attention to detail, execution, and follow-through.
- Ability to work autonomously and take ownership of tasks, displaying a high level of independence.
- Excellent interpersonal skills for effective collaboration with colleagues and stakeholders.

- Proficiency in written and verbal communication, with a keen grasp of English grammar and formatting.
- Strong project management skills, multitasking abilities, and adaptability to changing priorities.
- Aptitude for automating workflows, documenting processes, and continuously improving procedures.
- Demonstrated sense of accountability and commitment to delivering high-quality work.
- Strong organizational skills and a meticulous approach to project management.
- Experience with multiple technology and software platforms, including, but not limited to:
 - Microsoft 365 applications: Word, Excel, PowerPoint, Teams, SharePoint
 - Virtual meeting platforms (Teams, Zoom)
 - Dropbox & Google Docs

Education & Experience

- Bachelor's Degree in English or related field preferred but not required (advanced degrees preferred).
- Minimum 5-7 years of grant writing experience required. Including writing and submitting funded Federal grants.
- GPC preferred, but not required

Work Environment

Primarily desk work in an office setting. May require long periods of computer usage, typing, reading, and data analysis. May involve in-person or virtual collaboration with team members and internal and external stakeholders. Employees are expected to dress in professional business attire.

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Kim Joyce and Associates is an equal opportunity employer. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Kim Joyce & Associates LLC is proud to be an Age Friendly Employer. We value everyone's input and encourage people from all age groups to apply.