



Position: Grants Specialist / 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.

Hours: M-F 8:00 AM to 5:00 PM in employee's home time zone.

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: Team Coordinator

Compensation Range: 50,000 - \$ 63,500, 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

Working in a team-based environment, Grant Specialists are responsible for writing and submitting grant applications while also tending to the needs of a portfolio of clients for which they are assigned. This position includes functions including, but not limited to project management, basic prospect research, proposal development, client call facilitation, and conducting QA as assigned. These tasks are completed using the KJA internal process.

Essential Job Functions

- Works with Senior Grants Specialists.
- Complete assigned corporate, foundation, and local government 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 ensure all required deadlines are met.
- Other duties as assigned.

Position Qualifications

- Well-developed oral and written communication skills
- Ability to prioritize and meet deadlines.
- Strong knowledge of online grant application portals (foundation, corporate, and government).
- Ability to communicate and discuss, in writing and verbally, in a clear, concise, well-organized manner.
- Critical thinking, stellar work ethic, and organizational skills are a must.
- Become quickly proficient in Asana or other project management software and grant database management programs.
- 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.
- Minimum 2-4 years grant writing experience – no exceptions.

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.*