



GRANTS ASSOCIATE

Competitive Salary, Excellent Benefits Package

Founded over 40 years ago, Rural Development Institute (RDI) is an international nonprofit dedicated to ending global poverty by securing land rights for the world's poorest. RDI has worked in 44 countries throughout the world, and with a home office in Seattle, RDI currently has field offices in China and India. The organization is widely supported by partners, including NGOs, foundations, donor agencies (USAID, World Bank, etc.), world leaders, educational institutions and individual supporters throughout the world.

Do you have well-developed communication skills, with distinct success in securing grants and tailoring messaging for different audiences? Do you possess strong editing skills and rigorous attention to detail with flexibility and patience in getting buy in and approval for materials. The Grants Associate, a new position with RDI, will use these skills in conducting the full range of activities required to research, prepare, submit, and manage grant proposals to foundations, institutions and corporate sources.

The Grants Associate is responsible for researching organizations for potential grant opportunities, and subsequently writing Letters of Inquiries, concept papers, and proposals requesting funds. Additionally, this role will manage and execute all grant reporting, including tracking grant records and monitoring grant application statuses, and collaborating with Program and Finance staff to collect necessary information.

RDI seeks an individual with success in grant prospect research and proposal writing, and knowledge of grant information sources, ideally in an environment with international programs and large funders. The selected candidate will be an eager, assertive, and deadline driven contributor with the strong ability to work independently as well as contribute to the greater team. Furthermore, strong interpersonal communication skills are important, with the ability to interface with donors as needed. An understanding of basic fundraising strategies is desired.

RDI is a world-renowned organization that operates at the highest levels in the international development community. To be successful, she/he must be driven to exceed expectations with an interest in and appreciation for international development issues and a strong affinity for RDI's mission. This is a unique opportunity where your work will make a difference in the world – a difference to the poorest in the world.



This position is located in Seattle requires authorization to work in the United States.

A Bachelor degree is required for this role, although work experience may substitute degree requirement. 3-5 years of experience with grant writing is required. Working with donors who support international development work is highly desired.

The Rural Development Institute is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. Please send a resume and cover letter as soon as possible to: Waldron & Company; info@waldronhr.com. 1100 Olive Way, Suite 1800; Seattle, WA 98101. Email submissions preferred.

