OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Grant Writing & Development Assistant
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	$9.19 - $15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	2066852940
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

Duties and Responsibilities

• Research new grant funding opportunities and manage deadlines while ensuring relevance to Women’s Center programs;
• Draft, edit and finalize letters of intent (LOI) and final grant applications; work with program management staff to execute timely grant submission while adhering to UW Foundation policies;
• Support event management activities including planning and administering public events.
• Assist with communication and correspondence regarding development, donors, grants, and campus & community outreach; and
• Assist in creating and editing public relations materials for the Women’s Center;
• Perform general office duties and other assignments as necessary, including correspondence, answering phones, and maintaining/updating docu

Minimum Qualifications

• Work study eligible
• Proficient in Microsoft Word, Excel and Access
• Ability to work independently and as a group
• Good interpersonal and telephone skills - professionalism
• Good organizational skills and strong attention to detail very important
• Some experience and interest in grant writing, development, donor cultivation, and public relations.
• Some evening and weekend availability
• Graduate student preferred

Educational Benefits

• Opportunity to enhance development and grant writing skills.
• Work closely with group of professional women who support the work of the Women's Center and development initiatives.

*The position will remain open until filled, but priority will be given to those who apply before August 30, 2013.

How to Apply

Email resume and cover letter to jwhite23@uw.edu; include your name and "Grant Writer" in the subj

Job Number: WOMC02 | Job Class Code: 0875 | 51% Comp. To Classified: n | Federal | Closed