



Position Description: Grant Writing Senior Associate

Firm Overview

Agnew::Beck is a multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. Since 2002, we have worked toward our vision of **“thriving, equitable communities”** by working with our clients to strategically respond to challenges and opportunities they face. We are skilled in analysis, program and policy development, planning, public engagement, and implementation. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally and statewide. “Engage, Plan, Implement” is our approach to helping people, organizations and communities get beyond ideas to make things happen.

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project’s most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

For more information about our company, please explore our website at www.agnewbeck.com.

Position Description

The Grant Writing Senior Associate works as part of a team of project managers and associates under the direction of firm principals. Together, we build and manage a portfolio of projects and clients to provide services to communities, Tribal entities, nonprofit, local and statewide agencies. Many of the projects this position will engage in will benefit from a strong understanding of behavioral health systems and community development strategies, particularly in Alaska.

This position will primarily support client needs for funding opportunity research, project/program planning and evaluation, grant writing, grant management and compliance. The Senior Associate may also help with projects involving strategic planning, feasibility studies and business planning, alternative project financing and fundraising/development planning. As needed and appropriate, this position may also support other Agnew::Beck project work with a wide range of activities including research, writing, interviews, data analysis, document creation, mapping and graphic concept development, and/or stakeholder engagement and facilitation. This position could be based in Agnew::Beck’s Anchorage or Boise office; however, the employee may telecommute from any location and may work on projects and with teams located in Alaska and elsewhere.

In general, Senior Associates are expected to be comfortable and proficient at

- Building and/or maintaining relationships with clients and potential clients to secure work for the firm.
- Managing successful firm projects and project teams.
- Conferring with and working at the direction of firm principals.
- Contributing to office culture, operations, and business management systems.

Minimum Education/Experience Requirements

The successful applicant will meet the following minimum requirements:

- Master’s degree in relevant fields(s), such as English, business administration, public administration, urban and regional or city planning, public health or related human service fields, **or** a bachelor’s degree in a relevant field combined with five or more years of related experience, including personal

experience.

- Five years of experience that reflects competency in some combination of grant writing, communication, documentation, data management, research and analysis, technical writing, program design and/or evaluation, and project management.
- Experience and ability to work with people from a variety of backgrounds, including the ability to incorporate the perspectives of and consider policy and decision-making impacts on a variety of traditionally under-represented communities, including Alaska Native/American Indian populations and Tribal organizations, refugee and immigrant populations, communities of color, rural and remote communities, people who have experienced homelessness, and people who have experienced trauma.
- A demonstrated understanding of systemic racism and colonization and their impacts on communities; a demonstrated commitment to continual self-education and increasing fluency to communicate effectively about systemic racism and colonization and their effects; and a demonstrated commitment to dismantling them.

Please note: Interested applicants with less professional or educational experience are still encouraged to apply and could be considered for an Associate level position in grant writing.

Knowledge, Skills and Abilities

The successful applicant will have the following knowledge, skills and abilities:

- A strong understanding of the current funding landscape, including:
 - Federal and State funding programs, their priorities and how to navigate their application processes. (Knowledge of State of Alaska funding programs preferred but not required.)
 - Foundation priorities and application processes, including large national/international foundations as well as small local foundations.
 - Funding opportunities specific to health and human services, housing, community and economic development (particularly for small rural and/or tribal communities), education, and humanities.
- Skills in the following areas:
 - Project Management Skills
 - Team Facilitation Skills
 - Budget Development Skills
 - Strong research, writing, and analytical skills
 - Strong verbal and non-verbal communication,
 - Strong writing and documentation skills (including use of Microsoft Word); and
 - Basic data analysis skills (include use of Microsoft Excel)
- The ability to:
 - Quickly establish positive relationships and participate in conversations;
 - Generate original documents and meet high standards of quality assurance;
 - Work at an efficient pace, organize work and problem-solve;
 - Seek additional help/support when needed; and
 - Work both independently and as an active, engaged team member.
- The ability to travel to, from and within Alaska, Idaho, and other locations as needed and in accordance with current health and safety travel guidelines.
- Additional skills and knowledge beneficial to this position include:
 - Familiarity with federal grant compliance and reporting.
 - Familiarity with non-grant funding tools, such as Federal low-interest loan or guarantee programs, Community Development Financial Institutions (CDFIs), revolving loan funds, etc.
 - Experience with projects or grant writing for public infrastructure development, community and economic development, conservation, climate resilience and/or environmental restoration.

- Health and human services sector program design/development, operations, service delivery, data management, evaluation and/or staff management
- Proficiency in budget management, business planning, and/or program implementation and management.

Compensation and Benefits

- This full-time, hourly position works 32-40 hours per week at a competitive pay (annual pay range is \$65,000 to \$100,000 depending on experience) with opportunities for annual increases based on cost-of-living increases and individual performance at firm discretion. Our office hours are 8:30 am to 5 pm, with flexibility and hybrid work available on a pre-approved basis.
- Full-time employees are eligible for firm benefits including employer-contribution health insurance, paid time off, retirement contributions and additional benefits, including professional development, health and lifestyle benefits.
- Agnew::Beck is committed to encouraging and supporting our employees' advancement. Firm funding is available to attend pertinent, quality trainings and conferences.