



## GRANTS COORDINATOR

*Job opportunity at the Washington Trust for Historic Preservation*

**Program:** Preservation Programs and Maritime Washington National Heritage Area

**Location:** Preferably in the greater Seattle area, but candidates will be considered who live anywhere in/near the Maritime Washington National Heritage Area (western Washington). If the candidate lives within the Seattle area, they will be expected to spend at least two days per week in the office (although more in-person time is welcomed). If candidate lives outside the Seattle area, in-person meetings will be expected/coordinated quarterly.

**Salary Range:** \$55,000-\$58,000, depending on experience (\$26.44-\$27.88/hour)

**Position Type:** Full-time (40 hours per week) salaried, non-exempt. This is a full-time position through June 30, 2025. There is a strong potential for the position to be extended or become an ongoing position based on programmatic demand and availability of continued funding.

**Benefits:** Medical, vision, and dental insurance; a retirement program; and paid time off including holidays, vacation, and sick time

**Travel Required:** Yes (estimated 10%)

**Reports to:** Preservation Programs Director, in coordination with Maritime Washington Program Director

## TO APPLY

Please e-mail your resume and a cover letter describing how your experiences and interests fit with the Grants Coordinator job responsibilities and qualifications to [info@preservewa.org](mailto:info@preservewa.org) with the subject line "Grants Coordinator." References may be requested at a later time. In your email, please include your pronouns.

- Application deadline: September 8, 2023
- Expected start date: November 1, 2023

## ABOUT THE WASHINGTON TRUST

The Washington Trust for Historic Preservation is dedicated to saving the places that matter in Washington State and to promoting sustainable and economically viable communities through historic preservation. We work to build a statewide ethic that preserves Washington's historic places through advocacy, education, collaboration, and stewardship.

## VALUES

**We Are People-Centered.** As we approach our work we will listen to the needs of local communities and adapt our work to the moment. We commit to being:

### Inclusive

- Amplify the many voices of preservation and heritage in Washington.
- Assess preservation's historic complicity/biases and make change.

### Proactive

- Be bold, creative, and solutions-oriented.
- Lead the charge in preservation advocacy.

### Empowering

- Offer tools that enable local community builders to effect change.
- Connect preservation resources to economic recovery.

### Approachable

- Be the organization you turn to to help save places that matter.
- Bring inspiration, hope, and (dare we say) fun to preservation.

The Washington Trust for Historic Preservation is an equal opportunity provider and employer.

## ABOUT THE WASHINGTON TRUST'S GRANT PROGRAMS

The Washington Trust for Historic Preservation is the manager of a number of annual and biennial grant programs from a variety of funding sources and partnerships including: the Department of Archaeology and Historic Preservation's (DAHP) Historic Barns, Cemeteries, Theaters, and County Courthouse Grant Programs; DAHP/ National Park Service's Paul Bruhn Historic Revitalization Grants; the Washington Trust's own Valerie Sivinski Fund and incoming Maritime Washington grant program; and single-round programs from Section 106 mitigation funds and/or special partnerships. Many of the grant programs are fully established and have been administered by Washington Trust staff through multiple funding rounds, and the Grants Coordinator's primary role is to support the Preservation Program Director's management of each program. Grant program administration typically includes preparing and promoting the application period, convening advisory committee reviews of the application, notifying and contracting selected grantees, assisting and coordinating with the grantee throughout the grant contract period to meet program requirements including quarterly progress reports and assistance in the reimbursement process, and sharing preservation success stories upon the conclusion of grant projects.



## POSITION OVERVIEW

This position works with the Preservation Programs Director and the Maritime Washington Program Director to administer a variety of grant programs, including but not limited to: DAHP's capital grant programs (Heritage Barn Initiative, Historic County Courthouses Grant Program, Historic Cemeteries Grant Program, Historic Theater Grant Program), the Valerie Sivinski Fund, the Washington Trust easement program, and the Maritime Washington National Heritage Area grant program. Additional grant programs may include programs established through the Washington Trust's advocacy work.

## PRIMARY RESPONSIBILITIES

- Serve as the initial point of contact for and manage the day-to-day administration of select grant programs administered by the Washington Trust
- Manage tracking of grant processes and records (with Preservation Programs Director and Maritime Washington Program Director)
- Assist with outreach to potential grant recipients and promotion of grant programs, including scheduling/developing grant application workshops
- Manage relationships with active and prospective grantees through email, phone, and written communication
- Coordinate review and selection of grant recipients, including coordination with advisory committees for each grant program
- Draft grant contract budgets and scopes of work for review by program directors
- Manage and track distribution and execution of grant contracts with appropriate DAHP staff and grantees
- Collect and review paperwork related to quarterly reporting and monitoring of ongoing projects
- Coordinate between grantees and Preservation Programs Director/Maritime Washington Program Director to review project plans throughout grant period
- Manage reimbursement process for all grant projects
- Collect and organize invoices, receipts, and other reimbursement materials from grantees and submit reimbursement requests to DAHP (preservation grants) and Washington Trust staff (maritime grants)
- Request and review annual monitoring paperwork for completed grants
- Collaborate with Preservation Programs Director and Maritime Washington Program Director to develop, recommend, and implement workflow improvements to grant programs
- Produce reports and data on overall grant administration
- Collaborate with communications staff to share stories of grantees and grant projects on website, social media, and other communications channels
- Conduct site visits as needed to monitor progress of grant projects
- Support the Preservation Programs Director in carrying out duties associated with the Washington Trust's easement program, including monitoring, review, outreach, and correspondence

## QUALIFICATIONS

- At least one year of experience supporting grants, contracts, and/or casework
- Demonstrated experience managing contracts, budgets, and scopes of work
- Strong organizational and time management skills to simultaneously support more than 100 contracts per year
- Strong attention to detail
- Strong and professional written and verbal communication skills (with grantees, colleagues, and program stakeholders)
- Storytelling and writing skills are a plus
- Familiarity with Secretary of the Interior's Standards for Historic Preservation is a plus but not required
- Familiarity with maritime heritage is a plus but not required

