



## GRANTS AND CONTRACTS COORDINATOR

### About Us

Front and Centered imagines a future full of possibilities, and one that is rooted in the rise of frontline communities for climate justice. Born seven years ago as a collective of visionary Black Brown Indigenous and People of Color community leaders, we have emerged as the leading statewide coalition advancing the solutions to climate change and environmental injustice by advancing our vision for a [Just Transition](#). The essence and the ideas which seeded the bold vision as a people-powered, values-based climate and environmental justice movement in Washington early on, remain embedded in our community leadership which guides our Front and Centered team of experts into the future.

Black, Brown, and Indigenous leaders are organizing in rural towns and rising in urban neighborhoods across the state. The coalition envisions “a future where our communities and the earth are healed and thriving, our people have dignified work and the building blocks of opportunity and prosperity, and our government values, respects, and represents us.” They shine a light on the environmental injustices endured. They survive and thrive against all odds, as they share their wisdom, insight, and solutions to climate change and environmental racism. Across the state, coalition members bear witness to oppression and come together to lift what is possible.

With community voices guiding the vision and strategies of Front and Centered, a new team serves as a backbone for the coalition, taking shape as a new statewide center for coordinating and developing policy analysis, advocacy strategy, research and development, leadership support, capacity building, and diversified funding and other resources to sustain and grow the movement. This unique integration from community-driven expertise and resources is what Front and Centered powerfully brings together -- the people, policy, and practice of strategic impact. Our body of work is broad and deep, from the groundbreaking [Environmental Health Disparities Map](#), the [100% Clean Energy Transformation Act](#), the [Healthy Environment for All Act](#), to the methodologies and reports generated as a result of our community data-driven listening sessions. The coalition will continue to build and bring all tools to bear – from law and policy changes to innovations which are evidence-based and inspired by frontline community stories, to public education.

Join us as we develop our next actions to show how frontline communities are leading the transition away from an extraction-based economy toward a regenerative future!

## About The Position

The Grants and Contracts Coordinator will work to leverage public and private funding opportunities through prospecting, proposal development, grants, and subaward contract management. The Grants and Contracts Coordinator is primarily responsible for overseeing the full range of pre- and post-award activities required to prepare concept notes, proposals, and budgets, comply with internal approval processes, and align with compliance requirements of public agencies, private foundations, and other funders. Work is performed in collaboration with Front and Centered senior leadership, development team and other members of the team or consultants, as requested. This role is responsible for coordination of resource development, grants, donor and communications related efforts. The Grants and Contracts Coordinator will help ensure daily capacity building projects and grants coordination run smoothly and as efficiently as possible.

Front and Centered agenda includes our vision for:

- *Just Co-Governance* - The communities most impacted by the extractive economy are at the center of government decision-making on the transition to a just and equitable environment. Including, implementation of the Health Environment for All Act (HEAL) and Just Futures that strengthens community self-determination and state accountability
- *Healthy and Resilient Communities & Livelihoods* - Every community has a clean environment and we prevent and address pollution, not just as a single source, but for its cumulative effects on overburdened neighborhoods and climate impacts and communities are more prepared to meet their own needs and less dependent on extractive industries.
- *Energy Justice* - Everyone has appropriate, affordable, access to and control over renewable energy that powers their homes and communities and eliminates excessive use of energy and toxic energy systems. Including equitable implementation and expansion of the Clean Energy Transition Act.
- *Transportation Justice* - Every community has reliable, accessible, affordable transit and infrastructure to safely roll, walk, and wheel that is free from toxic air, risk of injury and highways expansions contributing to climate change and displacement. Including implementation of statewide accessible frequent transit standards and divestment of highway investments toward equitable mobility.

## Key Duties & Responsibilities

### Funding Research and Development

- Donor cultivation and support (e.g., event production, meetings)
- Research current and prospective foundation, corporate, and government funding as it relates to the preparation of strong proposals and to identify new funding opportunities. Create and actively update a grant prospect plan.
- Coordinate full-range of activities required to prepare, write, and submit grant proposals and follow-up communications to grantors including, but not limited to, letters of intent, concept notes, budgets, and reports.
- Lead internal and external communications regarding grant planning, coordination, and management.

### Contract and Grant Management and Reporting

- Manage the entire cycle of grants and contracts, from pre-award to post-award to close-out reporting this includes workflow and deadlines
- Under general direction of the Co-Executive Director of Capacity Building, this position is responsible for award management, financial management and compliance related to all grants and contracts

- Oversee and manage the proposal submission, ensuring all documents are appropriately prepared and ready for submission
- Provide pre-award oversight and expertise in planning, application preparation and submission for grants, contracts, and subcontracts
- Ensures funds are spent according to project purpose and are in compliance with funder and organization guidelines and policies
- Maintain and manage grant documents in the department's record-keeping system.

### **Storytelling and Evaluation**

- Think strategically about new content needed to tell the Front and Centered story, our coalition impact, and our vision.
- Facilitate processes and efficiently and effectively gather and develop written material from team members to create compelling and inspiring content for use in grant-related materials.
- Maintain current research/body of data for case statements to support narrative across programming.

### **Misc. Capacity Building Support**

- Additional projects and tasks as needed

### **Additional Information**

**Position Located:** This is a hybrid in-person/remote position based in Washington State

### **Schedule**

This is a full-time (35-hour week), Washington state-based position.

Office hours are typically Monday-Friday from 9am-5:00pm, with occasional evening and weekend work. We currently work under a hybrid remote-work arrangement model: work-from-home and onsite/in-person environments. Some travel is required; Front and Centered hosts in-person staff meetings up to four times a year (when COVID allows safe travel and social interactions) and hosts a number of in-person and virtual convenings throughout the year.

### **Compensation and Benefits**

Salary range is \$64,885 to \$101,819, however, we anticipate starting the position between \$68,960 up to \$77,895. The Front and Centered's benefits package includes medical and dental insurance coverage, 4 weeks paid vacation, sick leave, and 17 paid holidays. Front and Centered values our employees and ongoing professional development and growth.

## **About You**

### **Qualifications and Experience**

Ideal candidate will possess:

- Passion for facilitating frontline communities participation in changing the rules, for making justice the center of the climate and environmental conversation, and for being part of a dynamic, fun, and creative team.
- Experience (years may overlap):
  - At least five years of professional experience in business administration or project support
  - At least three years demonstrated successful experience in grants administration and support (writing, applications, research)

- At least two years of professional experience working with community-based organizations
- At least three-years experience and demonstrated commitment to advancing racial equity or working directly in and for communities of color
- Skill in project management, including demonstrated ability to take a project from start to finish; identifying tasks, goals, timelines, roles and responsibilities within a team to execute.
- Knowledge of equity and social justice issues, and in particular environment and climate justice, and ideally knowledge in environmental health, including environmental regulation and health impacts, or in participatory democracy and governance, or in climate mitigation and resilience, or Just Transition, including understanding of economy and racial consumer capitalism and solidarity / regenerative economics.
- Ability to play a supportive role for Front and Centered to engage community leaders and their members in action, in-person and remotely, and across a diverse statewide groups of prospective participants.
- Demonstrated commitment to advancing racial equity or working directly in and for communities of color with experience working in diverse communities namely with people of color and indigenous peoples as well as disenfranchised communities.
- Strong commitment to the vision, mission, and values of Front and Centered, including a service ethic and commitment to racial justice.
- Proven ability to take initiative, identify priorities and accomplish tasks, and advance projects, including ability to work within a team to execute and work independently.
- Skill to communicate effectively complex concepts in easy to understand ways, verbal and written.
- Team player capable of working both collaboratively and independently.
- Deep knowledge and passion for social movements, environmental justice and racial justice.
- Experience working with and taking direction from frontline communities and working with community based organizations.
- Ability to travel and attend meetings, potentially on weekends and evenings.

## Application Instructions

Applicants should submit a resume, cover letter, and three relevant professional references to [jobs@frontandcentered.org](mailto:jobs@frontandcentered.org), put "Position Title" and "name" as the subject line of the email.

**Deadline:** Priority Deadline is October 4th. Applications will be reviewed and considered on a rolling basis with interviews anticipated to start mid November.

**Preferred Start Date:** Ideally by winter 2023-2024

## Work Culture and Work Environment

Front and Centered emerged from a broad coalition of diverse community groups working at the intersection of equity and environmental justice. We strive to create a work culture that is inclusive, collaborative, and adaptive to the diverse and dynamic context of how Front and Centered serves the coalition. To this end, every staff member is expected to work as a partner and within a culture of supportive leadership and lifelong learning and knowledge sharing; understand and engage in teamwork which is characterized by hope, celebration, creativity, collaboration, cultural humility, equity, and respect; exercise the highest level of ethics, professionalism, discretion and confidentiality; demonstrate initiative, organization, and an ability to multitask and manage multiple priorities.

We are a small team of enthusiastic, hard-working, and often very busy people. It is a fast-paced environment but where staff enjoy each other's company and take time to build a supportive and inclusive culture.

## Diversity | Equity | Inclusion

Front and Centered strives to create an inclusive workplace in which we meaningfully connect as colleagues and community partners, reflective of the people with whom we live, serve, and share in community. As an equal-opportunity employer, we work with people of diverse personal, professional, and regional backgrounds, so that our board, team, community members and advisory council have a collective impact on delivering on our mission. People of color and others from underrepresented groups, especially people with direct experience working within the communities Front and Centered partners with, are encouraged to apply. We invite people to be part of our team, regardless of their race, ethnicity, national origin, gender identity, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs.

## Physical Demands and Reasonable Accommodations

Front and Centered employees work a flexible, 35-hour workweek from 9:00 a.m. to 5:00 p.m. in work-from-home and onsite environments. The physical demands and work environment described below represent those required for an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Able to input information into a computer for long periods of time
- Ability to work stationary at a computer for the majority of each workday
- Able to assess information communicated through a computer
- Ability to complete work in a shared office environment where multiple staff may be working and talking at any point during the day
- Use hands to handle, or feel, type, and reach with hands and arms
- Able to work some evenings, weekends, and holidays.
- Able to periodically work long and extended hours.
- Able to travel locally/regionally/across the state, as needed.

To center the safety and well-being of our employees, Front and Centered requires that employees must be vaccinated against COVID-19, subject to exemptions in compliance with federal, state, and local anti-discrimination legal requirements. Specifically, we will consider requests for exemption based on medical reasons or for sincerely-held religious beliefs.