



## **Job Description**

### **Senior Consultant, Grants**

*May 2023*

## Job Details

Employer: The Ostara Group  
Title: Senior Consultant, Grants  
Job Type: Salaried, FTE, exempt  
Location: Seattle, WA (Hybrid)  
Pay (DOE): \$95,000 – \$125,000

### About the Position

The Ostara Group, an established and growing consulting firm in Seattle serving nonprofit organizations for over 13 years, seeks to add an experienced Senior Consultant, Grants to join us in building grants and organizational capacity, and effective leadership in the nonprofit sector.

Ideal for an experienced professional seeking flexibility, autonomy, a professional team and network, and a chance to create real impact within the social sector, this salaried senior staff role will offer opportunities to work with nonprofits large and small, in all stages of organizational development. Some projects will be long-term fully outsourced grant writing, and others may be one-time comprehensive grant research, or help with a federal grant. Some projects are integrated with other Ostara team members, working on the grant-related pieces of a capital campaign or a development assessment.

Supported by a seasoned leadership team and central business office, the Senior Consultant, Grants will focus both on client facing work and growing Ostara structurally and reputationally while putting their experience and expertise to its best use driving mission and impact in our community.

### About The Ostara Group

The Ostara Group is a full-service fundraising and strategic consulting firm that was founded in Seattle in 2009. Our mission is to build fundraising skills, organizational capacity, and effective leadership in the nonprofit sector. Our vision is a nonprofit sector filled with thriving organizations equipped to build a better world. As experienced nonprofit professionals ourselves, we are mission-driven and service-oriented. Our expertise includes development program analysis, strategic and tactical development planning, leadership development and coaching, interim leadership and management, grant strategy and execution, capital campaign strategy and support, board development, and strategic planning. In the past twelve years, Ostara has built custom solutions for more than 400 organizations in the Pacific Northwest and throughout the United States.

## Racial Equity Statement

We acknowledge the power dynamic that exists in the nonprofit sector between the organizations that require funding to deliver their missions and the predominantly white institutions and individuals who hold wealth and power. We acknowledge there is also a power dynamic between consultants and the people we consult with.

We work to support clients in navigating these dynamics, while placing their voices and perspectives at the center of our work.

As a company, we are committed to addressing institutional racism within The Ostara Group and to advancing equity in the nonprofit sector in collaboration with our clients. Ostara is an equal employment opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. All employment decisions are made without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran or military status, disability, genetic information, or any other characteristics protected under law.

## What We are Looking For

Ostara seeks a Senior Consultant, Grants to focus on grant research, writing, and management. This person will work with multiple clients and team members, in a combination of project lead and supporting roles, at any given time, and will be well-equipped to drive future grants business opportunities for the company.

The successful candidate for this role will be a highly independent, self-motivated grant writer with substantial experience in grant writing in the Pacific Northwest, including project management and prospect research elements of the work. Superior writing, grammar, and editing skills are mandatory, as well as the ability to maintain confidentiality while handling sensitive and private information. This role requires impeccable scheduling and time management skills, and will actively participate in business development while being a client-facing role.

## Core Responsibilities

- Lead grant writing, reporting, research and execution projects on behalf of the company and in collaboration with clients and team members
- Work directly with clients to develop scope of work, expectations, timeline, and proposals
- Engage with fellow team members in company strategy-building
- Help grow the firm, through business development for all service areas, by identifying and cultivating potential clients, and shepherding them through the sales process

- Collaborate closely with others in integrating work across service areas and generating systems that support Ostara's overall goals
- Create opportunities for collaboration and professional development for Grants consultants through regular meetings and/or learning opportunities
- Support and enhance strategies for measuring the impact and success of services
- Transfer expertise, insight, and knowledge from one client engagement to the next, and to the rest of the Ostara team
- Provide high levels of customer service by building relationships and navigating and resolving conflict
- Serve as central point-person and collaborative partner to contracted grant writers

### Leadership Competencies

- Mission and community-oriented
  - Aligned with Ostara's mission and values
  - Committed to diversity, equity and inclusion
  - Community-centered
  - Recognizes the importance of volunteer engagement and leadership
- People-oriented
  - Able to influence, motivate and build engagement of others
  - Builds authentic relationships in service of shared goals
  - Communicates effectively through empathy, listening for understanding, and skilled self-expression
  - Committed to developing self and others
- Results-oriented
  - Demonstrates creativity and innovation in service of client needs
  - Critical and strategic thinking skills employing intuition, logic, analysis and sound judgment
  - Skilled in project management, setting clear goals, and leading with a commitment to quality and enduring results
  - Understands the nonprofit business model, the role of philanthropy and grants in achieving the mission, and nonprofit financial health
  - Able to see the bigger picture and thinks strategically about how Ostara engages with clients on grants, and other projects

### Client Responsibilities

- Participate in business development, proposal writing and editing to potential clients to secure projects and other business opportunities
- Manage each project to success, including completion of deliverables

- Maintain excellent communication with clients, ensuring their satisfaction with progress and final results or deliverables
- Establish and maintain timelines for projects, including contract progress, schedules, and client needs
- Define and drive custom strategy planning documents to guide project process and progress, including managing the production of documents by other team members
- Develop client deliverables
- Works with 4-8 clients at any given time, billing roughly 100 hours per month on average, in addition to business development and internal activities

### Required Skills and Qualifications

- Demonstrated success writing grant applications for small, medium, and large nonprofit organizations
- Significant experience with public grants – county, state, and federal
- Experience with and passion for grant prospect research and organizing information
- Paramount attention to detail in all aspects of writing, editing, timelines, targeting grant eligibility and guidelines, and assessing impact, financial, and strategic information as it relates to grant work
- Ability to drive projects independently as well as closely collaborate with teams, depending on the circumstances
- Sophisticated organizational and project management skills, with the ability to juggle multiple tasks and responsibilities with ease, forethought, timeliness, and accuracy
- Critical thinker with patience, curiosity, and problem-solving skills
- Poise and professionalism, and the ability to maintain a calm, positive attitude when facing unexpected circumstances, complications, or challenges
- Ability to communicate directly and assertively while still being respectful of differences in opinion, culture, or work styles
- Excellent interpersonal and communication skills with individuals and groups of varying size
- Creativity, an entrepreneurial spirit, and flexibility
- Ability to write in a compelling and precise manner, even about topics with which you are not immediately familiar
- Exceptional organizational skills, including the ability to be punctual, consistently set and meet deadlines, and coach clients in building their time-management skills
- Strong familiarity with Word and Excel

## Preferred Skills and Qualifications

- 7 - 10 years' experience in grant writing and grant research, with a minimum of five years' experience in nonprofit and/or philanthropy preferred
- Supervisory experience
- Experience in a consulting setting; in the absence of relevant consulting experience, candidates must have strong aptitude for learning new systems and work styles
- An understanding of philanthropic culture or specific grant funders in the Pacific Northwest
- Experience working with diverse communities
- Familiarity with MS Office, Google Workspace, Dropbox, and CRMs

## Compensation

This position is a full-time position with a salary range (DOE) of \$95,000-\$125,000 and eligible for health insurance, PTO, an annual professional development stipend.

## What It is Like to Work at Ostara

The Ostara Group works hard to build and preserve a warm and supportive culture. As a team, we value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value connection to our team and our community. Working at Ostara is fast-paced, independent, and requires excellent time management skills. Most members of the Ostara team choose to work remotely, participating in regular meetings with clients and colleagues via video conference as well as in person. Located in the vibrant lower Queen Anne neighborhood of Seattle, our office has group meeting spaces and drop-in workstations to support hybrid work. In person work with clients or our team may be requested, but will not be required, so long we are as responsive to client and Ostara's business needs as possible.