



## Director of Grants and Institutional Giving

### Key Information

|                     |                                                                 |
|---------------------|-----------------------------------------------------------------|
| Reports To:         | Chief Executive Officer                                         |
| Location:           | Maple Valley, WA – In-person and virtual work required at times |
| Hours:              | Minimum 40 hours per week, with some evening and weekend hours  |
| Salary Band:        | \$95,000 - \$115,000 annually                                   |
| Job Classification: | FT, Exempt                                                      |

### Headline

Come put your grant writing and institutional relations skills to work at this thriving social services organization, ending homelessness for families in South King County.

### Position Summary

Vine Maple Place (VMP) is looking for a committed, savvy institutional fundraising professional to fill the position of Director of Grants and Institutional Giving, joining our devoted team and advancing our mission to end homelessness in South King County. This fast-growing organization was launched in 2000 through the faith community in Maple Valley and has grown exponentially, serving over 1900 families per year with its client-focused, integrated approach. Building on a solid fundraising track record, including exceeding \$2.4 million in funding from over 73 granting organizations, VMP has prioritized investing in their in-house capacity to develop their corporate and foundation relationships and boldly grow the resources necessary to expand its reach and proven services to hundreds more families experiencing homelessness.

This position will report directly to the Chief Executive Officer (CEO) and will partner with a team of development professionals and programming leads to reach new funders, steward existing relationships, and secure grant funds for a compelling vision, leveraging powerful narratives and a trove of outcome-based signature data & metrics. The successful candidate will bring proven strengths in corporate and foundation relationships, funder cultivation strategy, teamwork and use of data, strong project management and attention to detail, and outstanding written communication skills.

### About Vine Maple Place (VMP)

VMP was established in 2000 as a 501(c)(3) nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 14 years, our signature Stable Families program has grown from serving 68 parents and children annually to nearly 6,000 individuals each year. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 95% are stably housed upon exiting the program, with 92% maintaining their housing one year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

## **Responsibilities**

### **Fund Development Execution (70%)**

- Lead the strategic growth of a portfolio of foundation, corporate and organizational funders, representing a minimum of \$2.4 million in funding
- Lead strategic efforts to identify, cultivate, solicit and steward current and prospective funders, to build new and strengthen existing relationships
- Effectively prioritize work and delegate responsibilities to the grants team, ensuring a productive workflow
- Responsible to organize, update and oversee grant narrative and organizational metrics used in grants, ensuring team writes compelling grant case for support in proposals and timely reports
- Translate organizational data, outcomes and impact metrics into compelling cases for philanthropic support
- Manage and direct grant application processes with grants team, approving application and report development schedules, planning and facilitating meetings of relevant staff, and coordinating with finance staff to produce financial budgets and reporting materials
- Maintain and update grant management systems and protocols within the Instrumentl database, ensuring accurate tracking of grants, proposals, reports, and prospects. Ensure process of accuracy is in place to record and report on grants, proposals, reports and prospects
- Arrange and host site visits and assure timely, accurate and strategic follow-up cultivation with funders and prospective supporters
- Serve as the primary point of contact for all foundation and corporate representatives, cultivating those relationships connected to the greatest funding result
- Utilize communications collateral in cultivation process with foundation, corporate and organizational donors

### **Fund Development Planning (30%)**

- Work with the CEO and Development Team to develop and periodically refine a strategic fundraising plan that includes revenue goals, objectives and strategies for identifying, cultivating and soliciting grants and sponsorships
- Work in close partnership with the CEO and Program leadership to ensure understanding of program directions, opportunities and funding needs
- Develop and maintain good working knowledge and real-time awareness of VMP's current initiatives and objectives
- Work with the grants team, Board and staff to identify, prioritize and solicit new institutional funders
- Support the CEO and Board members, working to engage institutional funders

## **Qualifications**

### *Minimum Qualifications*

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Be passionate about foundation and grant development to help families overcome the trauma of homelessness
- Proven ability to navigate institutional funding relationships and leverage board and volunteer connections
- Experience researching grant funders and qualifying new opportunities
- Successful track record growing grant programs by securing new and renewed grants

- Impeccable writing skills with a demonstrated ability to weave compelling proposals using data, narrative, strategies and outcomes, that elevate program needs and align with funder priorities
- Financial acumen for interpreting and adapting budgets and financial statements to align with funder standards
- Ability to understand and effectively communicate VMP's mission, goals and programs
- Excellent time management and organizational skills with the ability to work under pressure and meet deadlines
- Highly collaborative work style, able to facilitate and empower groups and bring diverse thinking together
- Demonstrated ability to manage multiple projects and teams simultaneously with strong attention to detail

### **Experience and Education**

- Bachelor's degree plus four or more years of fundraising experience with emphasis on foundation, corporate and organizational grant development and fundraising is required. Master's degree in a relevant field and certificate in fund development and/or nonprofit management is desired.
- Experience securing grant funding in the social services sector.

### **Knowledge, Skills and Abilities**

- Proficiency in MS Office Suite and knowledge of databases, preferably Instrumental or similar database
- Outstanding interpersonal communication skills
- High ethical standards and ability to maintain confidential donor information
- Sense of humor and flexible demeanor

### **Why You'll Love Working Here:**

- Competitive compensation
- Generous paid time off
- Health benefits
- 401(k), with match
- Meaningful mission
- Collaborative culture

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned.

### **Applications and Nominations**

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made. Interested candidates should submit a cover letter and resume highlighting relevant experience and alignment with Vine Maple Place's mission.

**Application Deadline:** August 28, 2026, by close of business.

**Send all Inquiries, Resumes and Cover Letters to:** [info@vinemapleplace.org](mailto:info@vinemapleplace.org)