



**JOB ANNOUNCEMENT**  
**Contract Grant Writer**  
**Reports To: Executive Director**

Earth Ministry/Washington Interfaith Power & Light (WAIPL) is seeking a Contract Grant Writer who will embody innovative and collaborative leadership based on a deep commitment to environmental justice and faith-based advocacy in a multifaith context. The organization is experiencing an exciting time of growth rooted in our stated values of justice, equity, diversity, and inclusion.

We welcome a Grant Writer who will bring their lived experience to partner with the Earth Ministry/WAIPL staff and community to move toward our shared vision of a just and sustainable future.

**About Earth Ministry/Washington Interfaith Power & Light (WAIPL)**

Earth Ministry/WAIPL works within the unceded territories of Northwest Native nations across Washington State. Our office is on the traditional land of the first people of Seattle, the Duwamish People past and present. We are committed to land acknowledgement as one way to counter erasure of Indigenous histories as well as to honor Native Nations and the land itself.

Earth Ministry/WAIPL envisions a just and sustainable future in which people of all spiritual traditions fully embrace their faith's call to environmental stewardship. We organize people of faith to advocate for strong environmental policies and provide strategic guidance to religious communities working toward environmental justice. As a multifaith organization, Earth Ministry/WAIPL is part of the [national Interfaith Power & Light network](#) active in nearly 40 states around the country.

For 30 years, Earth Ministry/WAIPL has been a national leader in engaging the faith community in environmental stewardship and advocacy. Our Greening Congregations program was the first in the country to help houses of worship implement sustainable practices, and our Colleague Connections program brings together passionate activists to collaborate on actions and events. Earth Ministry/WAIPL's Faithful Advocacy program continues to be on the cutting edge of empowering clergy and lay leaders to speak out on public policy issues and successfully enact systemic change.

Earth Ministry/WAIPL recognizes that environmental, racial, and social justice are deeply intertwined and that the faith-based movement is strongest when all people are able to bring their unique strengths and diverse experiences to the table. We work in coalition with religious, tribal, environmental, communities of color, labor, business, and health partners and understand the intersectionality of our shared efforts. Our campaigns follow the leadership of frontline communities and we also encourage historically white congregations to exercise their privilege responsibly. Together, we strive to co-create "the beloved community" as described by Rev. Dr. Martin Luther King, Jr.

## **Hiring Statement**

Earth Ministry/Washington Interfaith Power & Light is committed to becoming a fully multifaith organization that actively integrates anti-racism principles of justice, equity, diversity, and inclusion. We believe that relationships must be centered in justice and equity within the human family, as well as reciprocity and mutuality with all of the natural world. We must strive together toward this sacred goal.

Earth Ministry/WAIPL forges authentic relationships, fosters vibrant communities, and strives to be welcoming of all. We respect theological and cultural diversity and are inclusive of people of any religion, age, race, gender identity, sexual orientation, ability, and socio-economic background. We are approaching this hiring process through the lens of our [Justice, Equity, Diversity, and Inclusion Statement](#) and its accompanying commitments. We seek to screen-in applicants, rather than screen out, for this position and encourage application from all interested candidates.

**Position Summary:** Earth Ministry/WAIPL is hiring a Contract Grant Writer to manage the grant prospecting, writing, and reporting activities. The Grant Writer will be responsible for writing letters of inquiry and grant proposals, researching public and private grant opportunities, and managing grant reporting. The position will work across the organization, partnering primarily with the Executive Director to craft and submit proposals. This is a contract position that will work in collaboration with and report to Earth Ministry/WAIPL's Executive Director.

**Position Benefits:** This is a contract position compensation \$50-60/per hour, up to \$20,000/annually.

**Position Location:** Hybrid work environment.

## **Overall Position Duties and Responsibilities:**

- Center Earth Ministry /WAIPL's Justice, Equity, Diversity, and Inclusion (JEDI) Statement and Commitments in selecting potential funding sources, written proposals, and grant reporting and commit to studying and practicing anti-racist, anti-oppression practices.

## **Grant Writing**

### **Writing**

- Write clear and compelling proposals of all lengths and to funders that align with Earth Ministry/WAIPL's vision and mission;
- Edit writing material provided by program staff in order to produce coherent and cohesive grant proposals;
- Utilize data and programmatic updates to accurately write grant reports to funders;

### **Research/Record Keeping**

- Gain a strong understanding of Earth Ministry/WAIPL programs; and communicate Earth Ministry/WAIPL's attributes and effectiveness to funders, both for the organization as a whole and each program;
- Research prospective funding opportunities and identify new institutional and corporate funding sources; assess RFPs and other grant solicitations for their fit with Earth Ministry/WAIPL's mission and programs;
- Gather information from program staff and operational staff to articulate goals, activities, anticipated outcomes, successes and challenges, etc., to funders;

- Partner with the Executive Director to maintain a grants calendar with the dates and other information of upcoming grant applications and master list of grants awards, outcomes and compliance requirements;
- Contribute to accurate and updated database record keeping;
- Maintain grants submission materials and grants documents in centralized files.

### **Qualifications**

We invite all interested candidates and especially welcome candidates under-represented in the environmental movement who are willing to learn and grow with the organization. Earth Ministry/WAIPL is seeking a leader who have:

- 3-5 years experience in fundraising and/or communications; experience with nonprofit storytelling and grant writing desired.
- Strong persuasive writing and excellent editing skills.
- Ability to synthesize information from various sources and adapt the tone, style and voice of copy to fit a range of contexts.
- Strong research and analytical skills with ability to find and evaluate funding opportunities.
- Strong organizational skills with keen attention to detail and ability to deliver high-quality work within tight time constraints.
- Experience working with non-profit environmental or faith-based organizations strongly desired.
- Ability to communicate through various styles, including but not limited to written, verbal, nonverbal, and visual as well as strong listening skills.
- Demonstrate a commitment to undoing institutional and systemic racism and other forms of oppression.
- Demonstrate a commitment to working with a team as well as working independently.

**How to apply:** Send a cover letter and resume as a single document to Executive Director Rev. AC Churchill (They/Them) at [ac@earthministry.org](mailto:ac@earthministry.org). Please put “Contract Grant Writer” in the subject line. In your cover letter, please speak to how your lived experience resonates with the above qualifications and share why you would like to work with Earth Ministry/WAIPL. All applicants will receive an email acknowledgement. No phone calls please.

This process seeks to be as transparent as possible. The position will remain open until filled. We anticipate 1-2 rounds of interviews for the final candidates. For each round of interviews, candidates will receive interview questions to prepare. References will be requested for finalists.