

INDEPENDENT CONTRACTOR - GRANTWRITER

(03.03.22)

CONTRACT SCOPE

Open Arms is looking for an experienced grantwriter who can write and edit grants on an as-needed basis for funding renewals and new funding proposals. The grantwriter should be available for occasional virtual meetings that would be scheduled during Mondays – Fridays, 9am – 5pm, with advance notice. Hours will vary by grant opportunity. Work can be done remotely and flexible hours are available.

REQUIRED QUALIFICATIONS

- Experience and success as a grantwriter for nonprofits. Experience in writing for early childhood, parenting, birthwork, or related organizations is preferred.
- Excellent writing and editing skills in English
- Understanding of community-based programs and ability to write about services that focus on the BIPOC, immigrant, and refugee communities with an anti-racist and equity lens.
- Able to work independently and meet deadlines
- Highly organized with strong attention to detail, follow up, and task management
- Ability to develop positive relationships with clients, doulas, providers, organizations, and staff and demonstrated success in working collaboratively with others.
- Comfortable with technology including proficiency with email and Microsoft Office applications, especially Excel, Outlook and Word
- Ability to maintain confidentiality around sensitive information
- Passion for and commitment to the mission of Open Arms and community-based work.
- Experience in working with a diverse staff and with communities of color. The applicant should have a strong racial, disability, gender and economic justice framework.
- Commitment to anti-oppression and de-colonization work with a focus on racial equity and reproductive justice, specific to birth justice.
- Proof of full vaccination against COVID-19 is required for in-person work
- Background check and reference checks required
- Proof of eligibility to work as an independent contractor

Mental and Physical Requirements

The physical/mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Mental Requirements:

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires independent decision-making and problem analysis to make recommendations for improvement and/or be involved in discussions around changes. The position requires creative thinking for resourcefulness and process improvements. Attention to detail also required.

Physical Requirements:

This position continuously requires sitting, hearing (using assistive devices if needed), and repetitive motion of the hands/wrists. This position can work remotely with minimal in-office, in-person work. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for work-related travel.

APPLICATION PROCESS

Send a resume, cover letter, and writing sample to hire@openarmsps.org with “Independent Contractor - Grantwriter” in the subject line by **March 21, 2022**. No phone calls or paper submissions please.

Currently interviews are being conducted virtually. If someone from our hiring team reaches out to schedule an interview, please let us know about any accommodations or technology needs you might have in order to participate in the interview.

ABOUT OPEN ARMS

Open Arms was founded in 1997 by a small group of community members who envisioned a future where no one would have to give birth without support. They imagined a world that cherishes birthing people, their babies, families, and communities. Today, that vision translates into a powerful community-based organization with a team of more than 65 staff, doulas, and contractors serving more than 300 women and their families annually who qualify based on income. Open Arms primarily serves the Black, American Indian / Alaska Native, Somali and Latinx communities. Like our clients, over 90% of staff identify as people of color, and some are former clients. We are highly-regarded for providing culturally responsive and appropriate support.

Today, Open Arms has an annual operating budget of more than \$3.7 million dollars through a combination of funding from public institutions, private foundations, as well as individual donors. We are poised for more growth. We weathered and grew during the COVID-19 crisis thanks to careful planning, a talented team, and financial reserves.

Open Arms recognizes that the earliest experiences impact brain development, and we work with families to give our next generation the best beginning. Social justice and racial equity permeate all that we do. We work in true partnership with the communities we serve, listening to their hopes and dreams for pregnant people, babies and new parents, and providing resources to help transform those dreams into reality. Ninety percent of the world’s wealthiest countries surpass the United States on measures of maternal and child health and well-being. This impact is felt disproportionately by American babies born into poverty, whose mothers too often suffer from stress, social isolation, domestic violence, food insecurity and unstable housing in addition to insufficient health and parenting resources. In King County today, American Indian / Alaska Native and Black infants are twice to four times more likely to die within the first 28 days of life than white infants. Open Arms’ services work to address and mitigate these risk factors, so that pregnant people and babies receive the best possible start and avoid poor outcomes that can have negative consequences possibly lasting a lifetime.

Open Arms’ services and community-based approaches are working. Open Arms is the first community doula program in the nation to be nationally accredited through HealthConnect One, a national leader in advancing equitable, community-based, peer-to-peer support for pregnancy, birth, breastfeeding, and early parenting. Our families’ outcomes exceed local and national measures. Our agency has won several local awards including the Seattle Human Services Innovative Programs Award, as well as SOAR’s Community Achievement Award. Our current funding partnerships with Best Starts for Kids, the Department of Children Youth & Families, the City of Seattle, and the Perigee Fund demonstrate that Open Arms has



MISSION

Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.

VISION

Thriving children. Healthy families. Powerful communities.

VALUES

- **Respect:** Holding complexity for people and cultures
- **Family:** Relationships are at the heart of what we do
- **Justice:** Boldly disrupting oppression

earned the support and respect of the local philanthropic community.

ABOUT OUR WORKPLACE

- **FLEXIBLE & FAMILY-FRIENDLY ENVIRONMENT:** Open Arms is proud and committed to being a family-friendly workplace. We offer flexible work schedules with remote work being part of the usual weekly schedule for almost all staff as it fits with their job duties. Children of any age are welcome in our office, and many staff bring their children to work on a regular or as-needed basis. We have an onsite lactation lounge and encourage chestfeeding in the workplace.
- **SUPPORTIVE AND INCLUSIVE CULTURE:** We have an informal workplace culture, and we develop strong, supportive connections with each other. We have a highly collaborative culture and an open-office work environment. We are proud of our extremely diverse staff in all demographic areas, which creates a very rich and inclusionary organizational culture. More than 80% of our staff identify as people of color.
- **COMMITMENT TO EQUITY:** Open Arms strives to be an affirming, positive, diverse work environment. Open Arms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from communities of color and other historically underrepresented and marginalized groups.
- **NOTE ABOUT COVID-19 WORK ENVIRONMENT:** Since March 2020, Open Arms quickly adjusted to a remote-work model for all office support staff and an adapted visit model for home-visiting doulas. We are keeping a remote-work schedule until further notice and the leadership team is carefully evaluating options for a safe reopening with input from staff. Meetings are all conducted virtually and some of the responsibilities outlined below will be put on hold or modified while we continue working remotely. Birth support still continues to happen in person and there have been adjustments made for safe, in-person client visits. Open Arms will provide you with the technology and equipment you need to be able to work from home. We have also encouraged staff to flex their schedules to accommodate for children being at home because of COVID-related impacts, and we support adjustments that parents need to make to juggle this complicated time. Feel free to discuss any concerns you have during the interview process.