



## Grants and Contracts Coordinator

Common Threads connects kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2007 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Historically, most of our programs have taken place on public school grounds, during the school day. Common Threads also runs after-school gardening and cooking programs at schools and affordable housing complexes, and spring/summer camps at an urban farm site.

During the COVID-19 pandemic, programming continues to adapt to the changing needs of our community. At times, some work may need to be conducted virtually, and you can expect a hybrid work environment.

At Common Threads, we hold ourselves accountable (individually and as an organization) to a life-long learning journey as we work to identify the roles that each of us can most appropriately play in dismantling systemic racism and building a more just and equitable world. We welcome candidates of all racial and gender identities, cultural and economic backgrounds, and of any sexual orientation to apply for employment and service opportunities. Common Threads is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status in employment or the provision of services.

### Responsibilities

- Research potential private foundation, and local, state, and national governmental funding opportunities
- Attend and take notes on funding related webinars
- Identify good funding fits, and track application requirements and deadlines
- Collaborate closely with Executive Director in writing and submission of all grant applications
- Lead grant reporting process, which includes communicating any evaluation, data collection or story needs to program staff
- Lead grant invoicing process for cost reimbursement funding
- Manage grants and grants reporting in Common Threads’ CRM (Neon)

### Skills and Qualifications

- Passion for Common Threads’ mission of connecting kids with healthy food from seed to table
- Demonstrated successful experience in researching, applying for and managing private and governmental funds
- Able to collaborate with a small and close-knit leadership team: responding, delegating, and coordinating as appropriate

- Creative, self-starting, candid, courageous, flexible and agile in the face of change, and able to have fun while getting things done
- Strong written and spoken communication skills
- Able to balance detail-orientation with big picture thinking
- Organized, punctual, reliable: able to prioritize multiple tasks and meet deadlines
- Legacy/sustainability oriented – strong documentation and record-keeping skills
- Strong computer skills and experience with virtual meeting platforms, Google Suite, and NeonCRM
- Although virtual work will often be an option, the successful candidate for this position will need to be able to participate in in person work at Common Threads' Bellingham, WA office at least 1 day/week.

### Hours and Compensation

- Full Time (defined as 35+ hours/week), non-exempt
- Trust based work time and location
- 95% dental and medical premiums for employees (employees may add dependents at their own expense)
- 3% 401K retirement match
- Starting salary \$38-55K. Annual performance and cost of living increases

### To Apply

- Send resume, cover letter, and two references to Common Threads: [hr@commonthreadsfarm.org](mailto:hr@commonthreadsfarm.org) and fill out this [demographic survey](#) (optional)
- Applications accepted until the position is filled. Ideal start ASAP

Please note: All employees are required to be fully vaccinated against COVID-19 or obtain a religious or medical exemption.