



**Washington Research**  
F O U N D A T I O N

[Washington Research Foundation](#) (WRF) has an opening for a full-time **Grants Coordinator**.

WRF is an independent nonprofit organization that provides around \$10 million in grants each year to support life sciences and STEM research in Washington state. The Grants Coordinator will support the Director of Grant Programs and other members of the WRF team in all of the Foundation's grant-making activities and operations.

**Key responsibilities:**

- Supporting the Director of Grant Programs and the internal grants team in all areas of grants management
- Serving as point of contact for applicants, recipients and institutions regarding WRF's application and award processes
- Processing grant applications and maintaining records in Embark and Salesforce
- Creating reports and exploring improvements to grants management process and metrics. Tracking and processing researchers' reports
- Scheduling and preparing agenda and materials for weekly internal grants team meetings and quarterly Grants Advisory Committee meetings. Documenting decisions and initiating action items
- Attending and taking minutes during meetings with WRF staff members, researchers and administrators from institutions across the state
- Working with the Communications Manager to coordinate grant processing and public announcements
- Performing the administrative functions of the WRF Postdoctoral Fellows program, including serving as primary point of contact for Fellows, Selection Committee and applicants/prospective applicants
- Planning and event management of annual WRF Postdoctoral Fellows Symposium and regular networking events
- Supporting other staff members, leading or contributing to special projects and performing related duties as required

**Job requirements:**

- Ability to organize and structure information from a variety of sources
- Experience in using Salesforce or equivalent CRM

- Responsiveness and a willingness to lead preparation for meetings
- Strong professional written and verbal communication skills, including report writing
- Ability to work independently and collaboratively, problem solve, be proactive and prioritize multiple projects
- 3-5 years professional experience (nonprofit or grant-making preferred)

**Location:**

- The WRF team is currently working remotely due to COVID-19 but will return to its offices in Seattle's Eastlake neighborhood when possible

**Salary and benefits:**

- The annual salary range is \$65,000 to \$75,000, depending on experience. WRF provides medical, dental and vision coverage for its employees

**To apply:**

- Please send your resume and cover letter to [dale@wrfseattle.org](mailto:dale@wrfseattle.org). The position will remain advertised until filled. We strongly encourage candidates to apply as soon as possible

Washington Research Foundation values diversity in its team and is an equal opportunity employer.

**About Washington Research Foundation:**

Washington Research Foundation (WRF) supports research and scholarship in Washington state, with a focus on life sciences and enabling technologies.

WRF was founded in 1981 to assist universities and other nonprofit research institutions in Washington with the commercialization and licensing of their technologies. WRF is one of the foremost technology transfer and grant-making organizations in the nation, having earned more than \$445 million in licensing revenue for the University of Washington and providing over \$112 million in grants to the state's research institutions to date.

WRF Capital, the Foundation's venture investment arm, has funded 108 local startups since 1994. Returns from these investments support grant-making activities at WRF.

For additional information, please visit [www.wrfseattle.org](http://www.wrfseattle.org).