



## Grants Writer

Reports to: Chief Executive Officer  
Department/Division: Administration  
Program/Services/Project: N/A  
UDS Code: 030A Management and Support Staff

Job Status: Full Time  
Date Revised: N/A  
Classification: Exempt  
Revised by: N/A

### MAJOR FUNCTION

The Grant Writer will be part of the grants department to raise money for the organization's mission. The Grant Writer will search for available grants and research their requirements to find opportunities that align with their organization's mission. Before applying for a grant, Grant Writers will communicate with company leadership to confirm that they are interested in collaborating with the foundation or company offering the grant. After the research phase, Grant Writers prepare several drafts using persuasive language and facts about their organization to explain why they should receive funding and how they would use the money.

### ESSENTIAL FUNCTIONS

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Assist in the collection of data needed for required grant/contract reports and the creation of reports.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Work directly with program leaders and Quality Department staff to track grant outcomes in relation to funding requirements.
- Provide training to new staff on grants management and reporting requirements.
- Ability to work within a team and support staff.
- Demonstrate initiative and teamwork in all activities.
- Other duties as assigned.

### OTHER FUNCTIONS

- Support regular staff team meetings and other meetings with scheduling, preparing agendas and materials, facilitating and/or notetaking.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree in English, communications, creative writing or a related area
- A minimum of two years' experience in grant writing
- A master's degree is *preferred*.

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER**

- Proficiency with Microsoft Office, video Conferencing platforms, and or other database programs a must.
- Ability to handle sensitive information with confidentiality and respect.
- High level of accuracy and attention to detail.
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers

## **PHYSICAL & WORK REQUIREMENTS**

The person in this position needs to occasionally move about inside the office, inside the facility, and occasionally between facilities as needed to perform essential job functions. The person in this position constantly operates a computer and other office productivity machinery, such as a phone or cellular device. The person in this position frequently communicates with employees, senior management, and/or other individuals, so they must be able to exchange accurate information in these situations. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

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