

# **El Centro de Corazón**

## *The Center of the Heart*

### **JOB DESCRIPTION**

**Job Title:** Grant Writer

**Classification:** Non – Exempt

Salary Range: 55K-75K

**Responsible to:** Development Manager

### **Position Summary**

Primary responsibilities include preparation of proposals, grant applications, and grant reports; performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities.

### **Essential Functions**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundations, corporations, state and federal sources, and other grant-making organizations.
- Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Compile, write, and edit grant applications, exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Keep in contact with grant-making organizations during their review of a submitted grant application to be able to supply additional supportive material.
- Work with the Finance department to gather information necessary to report to funders on current grant programs.
- Comply with all grant reporting guidelines as required by foundation/corporate donors and by federal/state departments.
- Provide stewardship to current donors, including working with the Development Manager to provide regular written updates on newsletters, etc. to corporate and foundation donors.
- Manage the process of supplying progress reports when required by a grant-making organization that has funded a project or program.
- Track statistics relevant to development fundraising and provide the department with written materials necessary for donor stewardship.

- Provide development input for all written institutional materials, including annual reports and donor newsletters.
- Assist with other fundraising projects as requested.
- All other duties assigned.

### **Position Qualifications**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments
- Bachelor's degree
- Minimum of 2-3 years of grant writing experience with a successful track record
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

### **Physical Requirements**

Required to stand or walk as needed; sit for extended periods; manual dexterity to handle, or feel objects, tools, or controls; reach with arms and hands; occasionally climb stairs; balance, stoop, kneel or crouch occasionally; talk and hear; vision abilities required include close vision, distance, color, and peripheral vision, depth perception and ability to focus. Rarely lift and/or move up to 25 pounds.

### **Working Conditions**

For the most part, ambient room temperature, lighting, and a traditional office environment exist. Rarely may experience traumatic situations, such as psychiatric and medical crises within the environment. Exposure or potential exposure to hazardous materials may exist, however not routinely.

Each employee makes a significant contribution to the quality care of patients and the success of El Centro de Corazón. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but is not limit the employee to just the work identified.

The expectation is that as a member of the El Centro team, each employee will offer his /her services wherever and whenever necessary.

**This is to certify that the job description has been discussed and that I understand that the above mentioned is my position at El Centro de Corazón.**

\_\_\_\_\_  
Grant Writer Date

\_\_\_\_\_  
Human Resources Date and/or \_\_\_\_\_  
Supervisor Date