



A Family of Companies



JOB DESCRIPTION

JOB TITLE: Grant Writer **STATUS:** Exempt Full-Time

REPORTS TO: Director of Resource Development

DIRECT

REPORTS: None

LOCATION This position is remote

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

The Grant Writer supports the resource development goals of the organization by writing and submitting grant applications for Health Center Partners of Southern California (HCP) and its family of companies. Responsibilities include researching and identifying grant opportunities that align with organizational strategies and member priorities; soliciting program ideas from internal staff, health centers and community partners; conducting literature reviews and other research; writing the grant proposals and applications; developing evaluation components with input from the Program Evaluation Manager; and working with the accounting department and subcontractors to develop budgets. Once grants are awarded, the Grant Writer may be responsible for editing grant progress reports and uploading them into the funders' electronic systems. The Grant Writer will actively support the mission of Health Center Partners of Southern California and its family of companies.

ESSENTIAL JOB FUNCTIONS

Fund Development

- Maintain an up-to-date assessment of federal, state, county, and private funding opportunities for Health Center Partners of Southern California, Health Quality Partners of Southern California, Integrated Health Partners of Southern California, and their member health centers. Focus grant searches on the areas of need identified by the HCP Board of Directors.

- Develop and maintain a library of reference materials, including information such as funding agency requirements and forms, resumes, Biosketches, and curriculum vitae of key staff, reference literature, member OSHPD and UDS data, and other pertinent material.
- Conduct literature reviews, research, and summarize key demographics, health issues, conditions affecting community health and access, and other topics as needed.
- Review grant notices (e.g., funding opportunity announcements, requests for proposals) to assess the feasibility of applying for the opportunities.
- Summarize funding opportunities to aid internal and external staff in the decision-making process regarding the opportunity.
- Lead or contribute to the development of the grant application, including background research, creating goals and objectives and the statement of work based on direction from internal staff, develop timelines and Gantt charts, work with accounting on budgets, and complete necessary forms.
- Write the proposal, assuring that it is responsive to the request and persuasive in the way it is presented. Use correct grammar, spelling, punctuation, and follow the written format required by the funder. Obtain comments and edits on the proposal from key staff and incorporate feedback as appropriate.
- Obtain letters of support and memoranda of understanding as needed.
- Prepare the final grant package and meet all grant deadlines. Submit grant application package via the funders' on-line application portal (e.g., Grants.gov, eRA Commons/Assist, BuyNet, Mosaic, etc.).

Grants Oversight and Maintenance

- Archive completed grant application documents in the appropriate shared file folders. Monitor all paperwork connected with grant-funded programs.
- Transition project implementation and grant compliance to the assigned Program Manager once the grant is funded. Assure that communication on program objectives, milestones, timeline, reporting and other funder requirements are communicated and reviewed.
- Support Program Managers with grant amendments, submission of progress reports and non-compete continuation applications to funders as needed.
- Maintain specialized systems for recording and tracking grant proposals, awards, and contracts.
- Maintain files of all grant and contract correspondence including copies of all letters, emails, and other communications, and interim progress and final reports to funders.
- Create, edit, and revise concept and strategy papers for the Director of Resource Development to present to funders and/or community partners to generate support for programs and initiatives.
- Other writing duties as assigned.

Clinic Fund Development / Program and Fund Development Committee

- Write, customize, and return letters of support to member health centers to enhance and strengthen their grant applications.

- Distribute funding opportunity information and upcoming deadlines to health centers on a regular basis to increase financial sustainability for new and continuing programs.
- Provide customized funder searches to member health centers based on individual needs.
- Participate in monthly Program and Fund Development meetings. Provide support as needed to the Director of Resource Development with preparation for meetings, creating and distributing agendas, note taking, and/or follow-up action items from the meeting.

QUALIFICATIONS

Skills

Bachelor's degree in public health, social services, psychology, or any social science or equivalent experience is required. Master's degree preferred. A minimum of five years of grant writing experience, and two years of research, analytical assessments, or other comparable public health or social science background is required.

Education/Experience

Effective written and verbal communication skills, as well as strong research and analytical skills; demonstrated skills in working collaboratively with community organizations, including a familiarity with community norms, resources and leaders, and an understanding and sensitivity to cultural/linguistic/socioeconomic aspects of targeted populations. Must have a sufficient knowledge of the Internet, Word, Excel, PowerPoint, Visio, and other relevant computer software and systems; and be flexible with working some evenings and weekends as needed.

GEOGRAPHICAL LOCATION, STANDARD BUSINESS HOURS, AND TRAVEL REQUIREMENTS

- Must have a secure home office environment conducive to working remotely.
- Must have internet service with suitable performance and availability.
- Business hours are generally 8:00-5:00 PST. Actual hours to be arranged with supervisor.
- Located in the continental US no more than a 60-minute radius to a major U.S. airport.
- A minimum of 5% travel is required for staff development purposes.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time.
- Ability to reach, bend and stoop.
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain the privacy of all patients, employees and volunteers and access personal information only on a need to know basis for business purposes.

- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.