



A Family of Companies



JOB DESCRIPTION

JOB TITLE:	Grant Writer	COMPANY:	HQP
REPORTS TO:	AVP, Health Quality Partners		
DIRECT REPORTS:	None		
STATUS:	Non-Exempt	Full-Time	WORK COMP CLASS: 8871
OUTSIDE TRAVEL:	5%	SCHEDULE: 7-7/M-F	WORK CONDITIONS: Remote/Home Office

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 at any time, with or without advance notice, to meet the needs of the organization.

JOB SUMMARY

The grant writer is responsible for all aspects of securing grant funding for the Health Center Partners of Southern California (HCP) Family of Companies for direct and shared services. Responsibilities include identifying and evaluating grant opportunities, developing program ideas in collaboration with internal staff, health center and community partners, conducting necessary research, writing the proposal, creating budgets in conjunction with accounting, and working with key staff to ensure relevant contributions are received in an organized and timely fashion. Once grants are secured, the grant writer may also be responsible for writing and/or editing grant progress reports. The grant writer will actively support the Mission of the Health Center Partners of Southern California (HCP) Family of Companies.

ESSENTIAL JOB FUNCTIONS

Fund Development

- Maintain an up-to-date assessment of federal, state, county and private funding opportunities for HCP, HQP, IHP, and individual member health centers. Focus grant searches on the areas of need identified by the HCP Family of companies and health center leadership.

- Develop and maintain a library of reference materials, including such information as funding agency requirements and forms, resumes and curriculum vitae of key staff, abstracts and reference literature, data sources, needs assessments, 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 and requests for proposals available to assess the feasibility of applying for the opportunities and determine a match for the HCP Family of Companies and our members.
- Once a funding opportunity is identified, follow the fund development policy and process. Work with the appropriate member(s) of the Executive Team and key staff to identify and convene the HCP/HQP/IHP staff, clinic staff, or other partners who will be involved in developing the grant.
- Lead the development of the grant, including background research, creating goals and objectives, outcome and evaluation measures, timelines, and budgets. Solicit and incorporate input from stakeholders in accordance with proposal development timeline.
- 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 feedback on the proposal from key partners and incorporate feedback as appropriate. Obtain letters of support and memoranda of understanding as needed.
- Work with key staff to develop a budget for the HCP Family of Companies and participating health centers using standard budgetary procedures for personnel, consultants, supplies, equipment and indirect expenses. Obtain cost quotations as needed. Complete complex federal budget forms and utilize other budget formats as needed.
- Prepare the final grant package and meet all grant deadlines. Complete and compile the necessary forms, the grant itself, the budget, letters of support, and other required and supporting attachments.
- Develop and implement processes to increase internal communication among Executive Team related to funding priorities and needs.
- Identify funding sources to address priorities for the Family of Companies and present results for collaborative decision making.

Grants Oversight and Maintenance

- Maintain master files on grants, contracts, and other legal and budgetary requirements to ensure funder compliance. Monitor all paperwork connected with grant-funded programs.
- Transition contract and grant compliance to appropriate Project Coordinator, Program Manager, and other key staff. Assure that communication on program objectives, milestones, timeline, reporting and other funder requirements are transitioned.
- Compile and maintain documentation that grant objectives are successfully being achieved. Work with appropriate Project Director to identify and address grant activities and objectives that are not being met and write and submit grant amendments to funders as needed.
- Maintain system for recording and tracking grant proposals, awards, and contracts.
- Work with program staff to write and/or edit customized progress reports based on funder requirements. Review and edit progress reports for HCP/HQP/IHP staff as needed. Prepare all documents related to grants including interim progress reports, final reports, status of activities,

and general communication with funders. Assure reports and other communications are submitted on time and with all necessary program and financial documentation attached.

- Maintain files of all grant and contract correspondence and reports, including documentation of program results; copies of all letters, emails, and other communications; and interim progress and final reports to funders.
- Create, edit, and revise concept and strategy papers to present to funders and/or community partners to generate support for programs and initiatives.
- Edit and enhance documents for Executive Team members and staff prior to dissemination to funders, legislators, and community partners to ensure consistent and accurate messages.

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 technical assistance to member health centers on fund development as requested, including writing and/or editing sections of narrative text, needs assessments, background research, and population demographic data
- Facilitate internal Funding Opportunities and New Developments (FUND) meeting. Includes scheduling, setting agendas, recording minutes, and handling follow-ups.
- Plan and facilitate the recurring Program and Fund Development Peer Network meetings, as part of the Shared Learning Network, with the goal of promoting shared knowledge among member health centers. Includes scheduling, setting agendas, securing speakers, and handling follow-ups.
- Disseminate and communicate grant results to appropriate community stakeholders and partners in a way that is relevant and easy to understand.

QUALIFICATIONS

Skills

- 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.
- Working knowledge of relevant computer systems and software required.
- Must possess valid driver's license, insurance and own transportation for use in work, and be flexible with working some evenings and weekends within a 40-hour workweek.

Education/Experience

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

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.

GEOGRAPHICAL LOCATION, STANDARD BUSINESS HOURS, AND TRAVEL REQUIREMENTS

- Residence in United State is required; work remotely from home.
- Must have internet service with suitable performance, availability, and security.
- Business hours are generally 8:00-5:00 Pacific time. Actual hours to be arranged with supervisor.
- Approximately 5% travel is required.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as 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.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer