



Job Title: Part-Time Grant Writer

This position reports to:	VP of Operations
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Location:	Remote
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Job Summary

The Grant Writer is responsible for managing the life cycle of public and private revenue-related applications, quotes, bids, and contracts that will enable the organization to carry out its mission. The Grant Writer is responsible for identifying opportunities aligned with the department's fundraising goals, working across divisions to develop competitive proposals, collaborating with partners in the development of the proposal, developing relationships with funders and clients, and monitoring and communicating the outcome of applications, bids, and quotes. All work is driven by MHP Salud's Strategic Plan, policies, mission, vision, goals, and other key planning documents.

Key Duties & Responsibilities

- Researches and identifies suitable revenue opportunities, as directed, and pursues research and leads as need arises, aligned with a braided funding model.
- Supports the organization's initiative on funding proposals (including grant applications, quotes, bids, contracts, etc.) and coordinates cross-divisionally to gather relevant information to successfully complete proposals within the deadline.
- Ensures funding proposals are aligned with the organization's services and the requirements of the opportunity, including project scope, work plan, budget, and any evaluation metrics.
- Produces written applications on a timely basis and in alignment with the requirements of the funder.
- Collaborates cross-divisionally to ensure consistent and coherent language and communication regarding the organization and its programs and services.
- Ensures proper punctuation and grammar is followed in all written proposals and organizational language.

Competencies

Competencies describe the skills, knowledge, and attributes necessary to perform the job, and all staff across the organization should demonstrate these competencies.

- **COMMUNICATION SKILLS** – The ability to express oneself clearly in conversations and interactions with others. The ability to express oneself clearly in business writing.
- **INTERPERSONAL AWARENESS** – The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.



- **ACCOUNTABILITY** – Accepts responsibility for outcomes (positive or negative) of one’s work; takes ownership for mistakes or missteps and refocuses efforts when necessary; holds self and others accountable for reaching short and long-term goals.
- **LEARNING** – Readily absorbs and comprehends new information from formal and informal learning experiences; puts new knowledge, understanding, or skill to practical use on the job.
- **TEAMWORK AND COLLABORATION** – Participates as a member of a team to move the team toward the completion of goals; maintains strong, personal connections with team members and key stakeholders; aligns personal work and performance with the broader team to achieve mutual outcomes.
- **TIME MANAGEMENT** – Effectively manages one’s time and resources to ensure that work is completed efficiently.

Company Values

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT** – Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people’s unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

Minimum Qualifications

- Three (3) years of relevant experience.
- Must pass a background screen, including local, state, and federal law check, employment reference check, DMV check, and criminal records check.

Preferred Qualifications

- Undergraduate degree in English, Journalism, Communications or relevant field and/or relevant experience working in Public Health, Nursing, Social Work, Counseling, Community Health Worker certification or training, and/or related field.

Skills/Knowledge/Abilities

- Excellent written and verbal communication skills
- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.
- Strong research and technical writing skills.



- Familiarity with English grammar.
- Ability to understand programs and funding requirements of the organization. Ability to manage multiple tasks, prioritize effectively and maintain attention to detail and accuracy.
- Ability to develop content under a unified organizational tone, look, and message.
- Knowledge of and/or experience with community health programs, low-income and/or underserved communities, promoting health equity.

Job Class:	Specialized Tech
Position Status:	Non-exempt

Physical Demands

While performing the duties of this role, the employee is regularly required to speak and listen. The employee is frequently required to sit, walk, and stand; occasional climbing, stooping, kneeling, crouching, and balancing are required. Must be able to lift and move up to 50 pounds occasionally and 10 pounds frequently. Frequent use of eye, hand, and finger coordination enables the use of office machinery. Oral and auditory capacity enables interpersonal communication and communication through automated devices such as phones and computers.

The physical demands of this job are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and responsibilities may be added, removed, or changed at any time at the company's discretion, formally or informally, either verbally or in writing.

Acknowledgment

I have read and understand this job description and certify that I am qualified to perform this job, with or without reasonable accommodation.

Click or tap here to enter text.

Name (Print)

Employee Signature and Date

Click or tap here to enter text.

Supervisor's Name (Print)

Supervisor's Signature and Date