



Grant Coordinator

T.H.E. Health and Wellness Centers, a Federally Qualified Health Center has an immediate need for a part time or full time Grants Coordinator in their Downtown Los Angeles Administrative Offices.

The Grants Coordinator is responsible for securing funding for T.H.E. Health & Wellness Centers operations and capital needs through prospect research, writing and timely submission of high-quality, compelling letters of inquiry, proposals and grant reports to new and existing private foundations and government funders. The Grant Writer will maintain a portfolio of funders and work for T.H.E. Health & Wellness Centers. The coordinator will secure and renew grants in public and private sectors annually.

Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of development programs to supplement the annual budget;

- Researches, organizes and writes grant proposals to support Organization;
- Obtain requests for proposals (RFP's) issued by outside agencies;
- Follows up with grantors to determine/monitor grant status;
- Responsible for researching, organizing and writing grant proposals to public and private funding agencies to support the various services provided by the organization;
- Discusses program requirements and sources with Chief Communication & Development Officer to work out details of proposals;
- Meets with representatives of funding sources to work out details of proposal;
- Writes grant proposal, according to format required, and submits proposal to funding agency or foundation based on deadline;
- Assists program personnel in writing periodic reports to comply with grant requirements;
- Maintains master files on grants and funding sources;
- Responsible for compliance and processing of all grants and contracts

Qualifications:

- A Bachelor's Degree in Business, Public Administration, Accounting or related field;
- Excellent written and verbal communication skills
- 3+ years minimum experience in contract management, grant writing and strategic fund raising