

# APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$26.80 - \$31.39 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

In collaboration with and under supervision of the Institutional Giving Manager, the Grants Writer Coordinator is responsible for securing funding for APLA Health & Wellness annual operating and program needs through prospect research, writing and timely submission of high-quality, compelling letters of inquiry, proposals and grant stewardship reports to new and existing funders.

**NOTE: Position may work remotely and in the office.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Become familiar with APLA Health and the organization's programs and services
- Maintain updated content and related materials to support the grant writing process
- Manage a portfolio of 40+ funders and additional prospects and be responsible for a revenue goal
- Complete the following professional development courses: systematic prospect research, grant writing, foundation and corporate philanthropy, donor stewardship, etc.
- Conduct extensive prospect research on governmental, corporate and private foundation grant-making organizations and analyze them to identify likely new funding sources
- Lead staff on the Family Foundation Project of new and former foundations
- Discuss proposal requirements and funding sources with Institutional Giving Manager and department managers, gather and format information, write drafts, and obtain approvals
- Write grant proposals according to grant guidelines, and submit proposals to funding agency based on deadline
- Assist program personnel in writing reports to comply with grant requirements
- Assist in maintaining relationships with program officers and/or funder representatives through outreach and stewardship
- Assist in the maintenance of a proposal calendar and annual grants strategy
- Input and maintain accurate information in Donor Perfect
- As directed, prepare status reports for organization leadership regarding grants, partnerships and prospects
- Actively participate in Advancement Team meetings, projects, and activities
- Supervision will be provided by the Institutional Giving Manager

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

**REQUIREMENTS:**

Training and Experience:

- Minimum of a Bachelor's degree in Communications, Nonprofit Management, Public or Business Administration related fields, OR HS diploma/GED and 4 years' experience
- Strong written communication skills; 2+ years' professional writing experience, some development experience preferred
- Awareness and sensitivity to the issues facing members of the LGBTQ+ community and to people with HIV

Knowledge:

- Excellent time management and project management skills
- Strong organizational skills and attention to details
- Demonstrated ability to coordinate and successfully handle multiple projects and competing timelines, priorities and deadlines
- Exhibit strong expository writing skills and a high-level command of grammar and spelling
- High-level computer literacy skills, including knowledge of Microsoft Word and Excel, and experience with internet research techniques
- Excellent written and verbal communication skills
- Working knowledge of donor management databases (such as DonorPerfect) preferred

Ability to:

- Understand and execute complex instructions
- Meet hard deadlines
- Learn from rejection and persist
- Strong interpersonal skills and the ability to work in a team environment of diverse individuals
- Self-motivated
- Travel locally and work some weekday evenings and weekends as required

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

COVID vaccination and booster required or medical/religious exemption.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=143194&clientkey=A5559163F67395E0A2585D2135F98806>