



## Job Posting

**Title:** Grant Writer

**Base Salary Range:** \$69,614 - \$85,000 plus benefits

**FTE:** Full Time – Non - Exempt

**Our Mission:** The Mission of South Central Family Health Center is to improve the quality of life for the diverse community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

**General Summary:** The Grant Writer will identify, define, and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Grant management of Federal Funding as needed.

- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of SCFHC, and the requirements and guidelines of the funding agencies.
- Generates revenues for SCFHC programs through timely submission of well-researched, well written and well-documented grant proposals.
- Update Grants Manual procedures.
- Maintains primary responsibility for grant schedules and tracking grant
- Works with appropriate personnel to research, develop, write, and submit letters of inquiry, concept papers, and grant proposals.
- Remains up-to-date on current issues relative to grant proposals.
- Coordinates and follows up on the progress of submitted proposals.
- Remains up-to-date on organizational goals, objectives, and activities.
- In conjunction with the CFO & CEO create budget narratives.
- Manage and coordinate all procedures and submissions with HRSA EHB portal. Adhere to safety factors when administering medications and therapeutic agents.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Writes letters of inquiry/intent
- Gathers and maintains data for and assists in preparing reports, often using a variety of computer software; prepares statistics and reports on department programs, marketing responses, and evaluations
- Prepares reports on the status of grants and other resource activities
- Track proposal submissions

### Qualifications and Experience:

- BA degree in Writing, English, Journalism, Business Administration degree preferred, or an equivalent of education plus knowledge of community health programming.
- Master's degree, a plus
- Certification with AGWA (American Grant Writer's Association) preferred.



### **Job Posting**

- Must have excellent interpersonal skills and a desire to work in a community clinic environment.
- Must have a minimum 3- 5 years of grant writing experience in the nonprofit sector.
- Experience working on HRSA grants and EHB portal, a plus

### **Skills and Abilities:**

- Must be able to communicate effectively, in English, both verbally and written.
- Must have knowledge of and strong ties in the Los Angeles development community.
- Must be proficient fundraising software
- Commitment to the organization's mission
- Must be comfortable developing relationships and working with key stakeholders
- Knowledge of research methods and grant administration.
- Excellent written and verbal skills, advanced knowledge of MS Office applications, and experience using donor database
- Ability to read, analyze, and produce reports.
- Excellent organizational skills with particular ability to prioritize work in an environment with multiple and conflicting interests.

**Top benefits or perks:** As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

### **Contact/application information:**

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>