



## **Senior Grant Writer**

Full-time, Exempt

### **MISSION**

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

### **ASSIGNMENT SUMMARY**

Kheir Clinic is seeking a highly organized, motivated, self-directed Senior Grant Writer for our growing nonprofit organization. Kheir is a Federally Qualified Health Center (FQHC) that provides comprehensive, high-quality healthcare and human services at low or no cost to the underserved and uninsured residents of Los Angeles. The organization currently operates seven sites, and is a medical home to more than 19,000 individuals.

The Senior Grant Writer position is a great opportunity to support LA's underserved communities through a variety of projects and responsibilities in the areas of fundraising, public relations, advocacy, and special events. An ideal candidate is able to work independently, oversee the full grants lifecycle, including prospect research, cultivation support, proposal development, award processing, stewardship, implementation tracking and reporting. The Senior Grant Writer will be responsible for meeting both submission and award targets for proposals.

The Senior Grant Writer will ensure that grant-funded programs transition smoothly to program teams for effective implementation and that all funder requirements, timelines, and objectives are met. The individual in this role maintains a well-organized grant management system, advances institutional relationships, and prepares compelling documents that communicate the impact of Kheir Clinic's mission.

### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

- Bachelor's Degree required.
- Minimum 2 years equivalent of paid grant writing experience.
- Experience with HRSA or other federal grants preferred, but not required.
- Exceptional attention to detail & accuracy, including proofreading skills.
- Superior written and verbal communication skills.
- Must be able to write grants from concept, LOI, to full proposal.
- Must have experience with developing grant budgets.
- Must be highly proficient in Microsoft Office, including Excel and PowerPoint.
- Ability to efficiently prioritize duties and multi-task in a fast-paced environment.
- High energy level and ability to work effectively with a team.
- Must show initiative, be self-motivated, and have a strong work ethic.

- Commitment to producing accurate, organized and high-quality work.
- Strong analytical and organizational skills.
- Ability to follow and provide detailed instructions.
- Strong sense of judgment, discretion, confidentiality, and professionalism.
- Must be available for occasional evening and weekend events.
- Following 3 months of onboarding and introductory period, secure Year One Grant Award requirement of \$700,000 (Seven Hundred Thousand Dollars), excluding Federal grants.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

### **Research & Strategic Planning**

- Collaborate with executive leadership, program leads, and board members to integrate grant opportunities into annual development plans, including targets, prospects, and timelines.
- Sustain and renew existing grant-based funding while managing multi-year commitments.
- Conduct advanced research on private foundations, corporate foundations, public agencies, and emerging funders aligned with organizational priorities.
- Maintain and refine a robust tracking system that captures deadlines, submission dates, narrative requirements, award amounts, reporting commitments, staff contacts, and budget details.
- Identify new opportunities to support program growth, capital needs, advocacy initiatives, and long-term sustainability.

### **Grant Writing & Communications**

- Lead the preparation of high-quality proposals, LOIs, reports, budgets, and funder correspondence with minimal supervision.
- Collaborate with program staff, finance staff, and the CEO to articulate program goals, outcomes, and budgets for grant support.
- Craft compelling narratives that clearly communicate program impact, youth outcomes, healthcare initiatives, and organizational priorities.
- Develop public relations materials, including fact sheets, newsletters, press releases, donor packets, and media kits, to strengthen funder engagement and organizational visibility.

### **Grant Management & Compliance**

- Provide oversight and accountability for grant-funded programs through dashboards, tracking systems, progress narratives, and financial updates.
- Outline purposes, guidelines, and budget spend-down requirements for restricted grants to ensure program staff understand objectives and compliance needs.
- Collaborate with finance to align grant revenue with the annual budget, support monthly reconciliation, and contribute to audit documentation.
- Monitor adherence to grant objectives, allowable costs, and deliverables across departments.

### **Reporting & Stewardship**

- Prepare timely and accurate progress and final reports for all institutional funders.
- Coordinate stewardship activities, including updates, emails, calls, visits, and event invitations, to keep funders engaged and informed.

- Partner with Communications to acknowledge institutional funders in print, digital, and external communications.
- Ensure all funder obligations are met, including site visits, recognition requirements, and cultivation opportunities.

### **Advocacy & External Relations**

- Support the organization's advocacy efforts and government affairs projects, including writing and requesting letters of support, collaborating with local elected officials' offices, staying abreast of pending and passed legislation affecting Kheir's services, participating in collaborative efforts to promote relevant legislation, etc.
- Build and sustain effective relationships with donors, board members, volunteers, government representatives, and foundation partners.

### **Events & Special Projects**

- Plan and execute fundraising and public relations events, including annual fundraising dinners, donor receptions, press conferences, site visits, and community outreach events.
- Coordinate special projects and new program development to promote increased awareness of Kheir in the community and among potential and existing donors.
- Support the development of marketing collateral and promotional materials.
- Administrative & Team Support
- Update and maintain donor databases, filing systems, and administrative records.
- Acknowledge donations and gifts promptly and appropriately.
- Participate in team meetings, trainings, and organization-wide activities.
- Support development department projects and events involving institutional funders.
- Complete additional responsibilities as assigned.

### **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 company provided computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. The position requires occasional travel to attend on- and off-site meetings.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*

*In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Please note that this job description is subject to change to meet the needs of Kheir Clinic.*

