



Job Posting

Title: Grant Writer

Base Salary Range: \$32.00 - \$36.00 Per Hour plus benefits

FTE: Part Time **20-25 hours per week** – Non – Exempt.

We are seeking a resourceful and experienced **Grant Writer** who wants to make a difference in our community. We want to hear from you if you thrive in a fast-paced, caring and compassionate healthcare environment!

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 role manages the full grants lifecycle, from prospect identification and proposal development to reporting, and works closely with program and Fiscal staff to gather information, align narratives with funder priorities, and meet deadlines. The ideal candidate is a strong writer with keen attention to detail, a collaborative spirit, and a genuine commitment to the organization's work. The ideal candidate will have to perform some of the following essential duties.

- Research and identifies new government, corporate, foundation, and private funding prospects to match SCFHC priorities.
- Generate high-quality letters of inquiry, 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.
- Works in conjunction with the Development Associate to serve as a liaison to all funding agencies and organizations.
- Remains up-to-date on current issues relative to grant to funding in health care – including public and private funders..
- Meets regularly with the executive team to discuss current and new funding needs.
- Manage and coordinate all procedures and submissions with HRSA EHB portal.
- In collaboration with the COO manage fundraising activities to ensure that the fundraising goals are being achieved.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Writes and submits letters of inquiry/intent
- Establishes timelines to complete collection of relevant data/information for proposal content, internal routing and approvals, and submission to funding sources.
- Provides interpretation on grant parameters
- 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



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- Prepares and maintains departments records (such as grant files, internal/external stats), reviews complex documents, reports, etc., to assure compliance with agency requirements and/or funding source regulations, and notifies supervisor of unusual situations
- Prepares reports on the status of grants and other resource activities

Education, Experience and Qualifications:

- 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
- Experience working on Los Angeles County, State and HRSA grants. Have an understanding and ability to work on the EHB portal.
- Must have excellent interpersonal skills and a desire to work in a community clinic environment.
- Must have a minimum of 3 - 5 years of grant writing experience in the nonprofit sector.

Skills and Abilities:

- Excellent written and verbal skills, advanced knowledge of MS Office applications and experience using donor databases.
- Must be proficient fundraising software – Donor Perfect
- Must have knowledge of and strong ties in the Los Angeles development community.
- Must be comfortable developing relationships and working with key stakeholders
- Knowledge of research methods and grant administration.
- Ability to read, analyze, and produce reports.
- Excellent organizational skills with particular ability to prioritize work in an environment with multiple 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>