

**Community Health Alliance of Pasadena (ChapCare)**  
**Job Description**



**Title: Grant Writer**  
**Department: Operations**

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**Summary**

As a growing Medical Group provider to residents of the greater Pasadena area and San Gabriel Valley, ChapCare is seeking a qualified Grant Writer. The position will support continued increases in fundraising revenue generation through the expansion of ChapCare's Development Department.

**Job Description:**

- Generates proposals and supporting documents in response to solicitations
- Assists in implementation of Development Department strategy
- If required, supervises other consultants hired for specific writing purposes
- Maintains and implements funding calendar activities, including cultivation activities
- Writes reports to government, corporate, foundations, and other funders
- Acts as liaison with program staff (if needed)
- Identifies funding opportunities to match organization's priorities
- Special projects (if needed)

**Qualifications**

**Experience and Education:**

- Bachelor's degree in Writing, or a related field required. Master's degree a plus.
- A minimum of 3 years' experience writing grants in the non-profit sector
- Health care related experience a plus

**Skills:**

- Demonstrates a commitment to the agency's mission
- Should be comfortable developing relationships and working with key stakeholders
- Excellent written and verbal skills (excellent grammar, spelling, and punctuation)
- Ability to read, analyze, and produce reports. Proficiency with Excel, Microsoft Office Suite
- Strong organizational skills and ability to multi-task
- Ability to work as a team member
- Ability to work evening and weekend hours as needed.
- Should be pleasant, neat, and well-groomed in representing the agency to the general public