

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



Title: Grant Writer
Department: Operations
Reports To: Director of Development and Marketing
Directs: N/A
EEOC: Office
FLSA Status: Exempt

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.

ChapCare's Expectations of all Employees

- Adheres to all of ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with his/her immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

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 & 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

