**Reports To:** Chief Executive Officer

**Summary:** Identifies and evaluates local, state, federal and private grant opportunities. Researches, develops and ensures completion of grant applications that provide continued funding to support [CHC’s] mission of providing healthcare to the medically underserved. Researches other funding opportunities for [CHC] and completes required application processes. This position is also responsible for collecting, analyzing and reporting data on the performance of program activities that are funded by approved grants. Position reports to the CEO.

**Minimum Qualifications:** Four-year degree, with at least two years related experience and training in project and grants development with preference given to experience in a medically related setting. Must demonstrate excellent written and verbal communication skills, be proficient in research, interpreting and analyzing diverse data, and possess the ability to work collaboratively and independently to achieve stated goals.

**Knowledge, Skills, and Abilities:**

* Excellent communication skills, written & verbal. Ability to write grant applications, routine reports and correspondence.
* Research and analytical expertise. Ability to interpret a variety of information in written, oral, diagram or schedule form.
* Strong presentation skills. Ability to speak effectively before groups and organizations.
* Organization and time management skills.
* Project management and tracking skills.
* Strong problem solving and conflict resolution skills.
* Ability to work with a diverse population; sensitivity to the needs of diverse populations.
* Knowledge of primary health care services.
* Proficient using Microsoft Office Suite, database applications, as well as accounting software and medical practice management applications.

**Description of Duties:**

1. Research and identify new government and private funding sources.
2. Generates revenues for agency programs and services through timely submission of well-researched, well-written and well-documented fund-raising proposals.
3. Write grant applications, compose letters, and generate other reports or materials needed for successful grant proposals.
4. Compile and prepare statistical information necessary to meet grant guidelines. Document information.
5. Prioritize funding opportunities and job requirements to ensure completion and compliance of all approved grant projects.
6. Maintains files of correspondence and other records pertaining to the grants submitted.
7. Prepare and submit required progress reports and work with the finance and other departments to submit required financial reports.
8. Monitor and assure compliance with grant requirements and service goals.
9. Collaborate with staff to gather success stories and statistics demonstrating the organization’s success and effectiveness.
10. Performs other duties as required.

**Other Responsibilities:**

* **Safety:** enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.
* **Procedure Compliance:** Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedures, and policies pertaining to this job. Employees agree to perform all aspects of job without deviating from procedural compliance.

**Working Conditions:** Work will be performed in a variety of settings, including but not limited to a typical office environment, on-site at ag-related industries such as farms, dairies, food processing industries and business related travel by automobile. Limited physical effort required. Some exposure to physical risk.