

**JEWISH RENAISSANCE MEDICAL CENTER
JOB DESCRIPTION**

Title of Position: Grant Writer

Description of Position

Reporting to the Director of Planning & Development, the Grant Writer identifies, defines, and develops funding sources to support existing and planned program activities and operations, as well as coordinating the development, writing, and submission of grant proposals to third-party entities. More specifically, the Grant Writer is responsible for doing research to identify potential grant funders, writing letters of intent and grant proposals, tracking renewals of support and applications, and assisting in budget development through the use of a grant proposal calendar. The Grant Writer also works with the Director of Planning & Development to collect, analyze, and report data associated with grant-funded program and operational performance.

Qualifications

- ✓ Minimum of three (3) years experience and proven track record with grant writing in the non-profit sector, with a strong preference with prior experience with health care providers, programs and/or services.
- ✓ Experience working in deadline-driven environments.
- ✓ Able to work well in a team environment, handle multiple assignments and meet deadlines.
- ✓ Able to monitor and meet grant income goals.
- ✓ Preference for prior experience in program development and management, strategic planning, and/or organizational development in the non-profit sector.
- ✓ Minimum undergraduate degree in communications, public administration, public health, nonprofit management, and/or similar field. Preference for grant writers who have secured certifications through various state and/or national grant writer associations, such as the American Grant Writers' Association (AGWA) and the Grant Professionals Association (GPA).

Functional Duties and Responsibilities

- ✓ Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to government, foundation and corporate sources. It should be noted that the Grant Writer will expend the majority of his/her time with foundation and corporate grantmakers.
- ✓ Work with the Director of Planning & Development and all Departments/Divisions to produce sufficient number and quality of prospects, including producing institutional donor profiles, targeting appropriate ask amounts; and prioritizing and evaluating prospects for corporate, foundation, and government grants.
- ✓ Work with the Director of Planning & Development to develop and prioritize projects and proposals. This includes meeting and working with staff to elicit projects and programs that need support, manage regular meetings to vet projects and programs and set priorities for funding.

- ✓ Work with the Director of Planning & Development to develop and foster relationships with institutional funders, including finding personal connections with staff, board, trustees, volunteers, donors that will ensure the attention of institutional funders.
- ✓ Manage existing grants by tracking grant schedules, developing internal reporting systems, writing reports, maintaining excellent historical records, working with staff to ensure each project or program is meeting proposal conditions and expectations. Work with Department/Division Directors, program managers, finance, and other key staff to gather information necessary to report to funders on current grant programs, and to ensure full and timely compliance with grant reporting requirements.
- ✓ Work with the Director of Planning and Development to coordinate stewardship activities to current donors.
- ✓ Serve as liaison with Department/Division Directors and program managers to sustain current and complete assessment of organizational history, programs, impact, performance, and other associated factors. This includes acquiring and maintaining sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- ✓ Work with the Director of Planning & Development to coordinate donor cultivation activities, including scheduling meetings, presentations, site tours, and other associated activities.
- ✓ Work with the Director of Planning & Development to manage and maintain current records in database and in paper files, including grant tracking and reporting.
- ✓ Assist with other grant development projects as requested

Knowledge and Skills

- ✓ Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- ✓ Strong editing skills.
- ✓ Attention to detail.
- ✓ Ability to meet deadlines.
- ✓ Knowledge of grant and fundraising information sources.
- ✓ Knowledge of sound grant writing techniques and strategies.
- ✓ Knowledge and familiarity with research techniques for grant/fundraising prospect research.
- ✓ Strong contributor in team environments

All interested candidates should send a cover letter, resume, and at least 2 writing samples to:

Marta Ferreira
Human Resources Assistant
Jewish Renaissance Medical Center
275 Hobart Street
Perth Amboy, NJ 08861
Email – mferreira@jrnc.us
Fax – 732-324-5765

Resumes should indicate a recent history of grants procurement, i.e., list of grants secured and for what organizations, amount of individual grants, funding agencies, and other associated factors.

No phone calls please. While facsimiles and regular mail will be accepted, ***submissions via electronic mail is strongly encouraged.***

JRMC is an equal employment opportunity/affirmative action employer.