

POSITION: RHRC Client Grant Writer

MINIMUM QUALIFICATIONS:

- ✓ Bachelor's degree or equivalent practical experience required.
- ✓ Minimum two years of grant writing experience, preferably related to healthcare and/or rural communities.
- ✓ Demonstrated success writing successful proposals to local government, state government, private and corporate foundations, the federal government, and human services agencies.
- ✓ Proven research abilities, including gathering and interpreting data; funder prospecting experience desirable.
- ✓ Ability to write concise narratives that tell stories with data; interest in the experiences, needs, and resiliency of rural healthcare clients and communities.
- ✓ Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- ✓ Exceptional writing, editing and copy-editing skills.
- ✓ Experience using time management skills such as prioritizing/organizing and tracking details to meeting deadlines.
- ✓ Experience working in deadline-driven environments.
- ✓ Experience working on cross-functional teams and indirectly managing teams.
- ✓ Be self-directed, detail-oriented, and able to work in a fast-paced environment.
- ✓ Be highly proficient with Microsoft Word and Excel
- ✓ Given to detail and have the ability to develop and execute work-plans.
- ✓ Skilled in critical thinking and strategic planning.

REPORTS TO: RHRC/Program Leadership

WORK LOCATION:

- Predominately virtual, with estimated travel 20% of the time.
- Must be willing to travel to Harrisburg and client locations as needed.
- Must be willing to attend in-person meetings and events scheduled by the RHRC.

ROLE DESCRIPTION:

- A. Grant Writing
 - i. Research new private and public funding sources on behalf of client needs.
 - ii. Manage all elements of the proposal or submission process including compiling, writing, editing and submitting all grant applications.
 - iii. Collect, aggregate, and analyze data as may be needed to complete Need Assessments within the proposal.
 - iv. Develop individual grants or proposals in accordance with each organization's objectives and preferences and submission guidelines.
 - v. Keep in contact with funders during their review of a submitted grant application in order to supply additional supportive material if needed.
 - vi. Build solid and lasting relationships with funders through creative cultivations, stewardship and consistent timely outreach.

- vii. Researching and being fluent in the requirements of a wide variety of grants and third-party funding opportunities
 - viii. Work closely with the other members of the RHRCO team throughout the development and submission process.
 - ix. Collect and maintain internal resources and documentation on collaboration sites such as SharePoint.
- B. Meeting attendance
- i. Attend standing weekly project-related meetings, including core team meetings to stay up-to-date on all project work streams.
 - ii. Attend other key meetings related to the RHRCO as needed.
- C. Performs other duties as assigned.