



Job Announcement

Job Title: Grant Writer
Department: Fund Development
Reports To: Fund Development Manager/Grant Writing Coordinator
Status: Full-Time

POSITION SUMMARY:

Under the direction of his/her supervisor, the Grant Writer will be responsible for researching, developing and writing inquiries, letters and proposals requesting funds to support Asian Pacific Health Care Venture programs and services. The Grant Writer will also be responsible for tracking and monitoring proposals, their deadlines and requirements. This position includes maintaining accurate computer and hard copy records of documents, phone calls and visits of funders and prospects.

RESPONSIBILITIES:

Research, develop and write inquiries, letters, proposals and other Center fundraising documents.

1. Research and identify potential donors by reviewing APHCV files, following-up on leads, reading periodicals and analyzing funding reference tools such as annual reports, foundation directories and IRS 990's.
2. Develop proposal and other request concepts in conjunction with his/her supervisor, Chief Executive Officer, Director of Services, Associate Director of Services and Cluster Managers.
3. Write accurate and interesting inquiries, letters and proposals requesting funds from individual, corporate and foundation prospects. Write acknowledgement letters and reports to corporate and foundation donors.

Track and monitor proposals, their deadlines and requirements.

1. Maintain tracking system for grant, renewal and report deadlines.
2. Monitor results of written requests, such as proposal acceptance rate.
3. Coordinate the efforts of key staff members to ensure that documents are completed by the specified deadlines.

Maintain accurate computer and hard copy records.

1. Maintain accurate and updated hard copy files of donors and prospects including copies of correspondence, proposals, reports and notes on significant phone conversations or donor visits.
2. Work in conjunction with administrative staff to ensure that corporate and foundation gifts are logged on Raiser's Edge.

Additional duties.

1. Attend and serve as staff support for fundraising events.
2. Contribute ideas and participate in the planning of department-wide projects and overall development operations.
3. Assist with writing for public relations materials including annual reports and newsletters.

QUALIFICATIONS:

1. Bachelor's degree required. Master's in Public Health or related field preferred.
2. At least one to two years of grant writing experience.
3. Knowledge of health service program planning is preferred.
4. Strong organizational, interpersonal, computer and research skills.
5. Ability to write accurate, compelling narrative that uses grammar and spelling correctly.
6. Ability to perform under deadlines and changing schedules.

HR Procedural requirements:

- Legal authorization to work in the United States
- A valid California Driver's license with clean records and access to insured automobile
- Completion of APHCV Health Assessment Form
- Completion of DOJ background check

PHYSICAL REQUIREMENTS:

Must be able to materially perform the task normally associated with the position including but not limited to: ability to lift up to 25 lbs.

Last updated on: 9/1/2008

SEND or FAX resume and cover letter to:

Human Resources, Asian Pacific Health Care Venture, Inc.
1530 Hillhurst Ave., Suite 200, Los Angeles, CA 90027
hrresume@aphcv.org
(323) 644-3892 fax

Asian Pacific Health Care Venture, Inc. is an equal opportunity employer.