



JOB DESCRIPTION

Position Title: Grants Writer

Job Purpose: Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

Reports to: Executive Director

Job Duties:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs
- Comply with all grant reporting as required by foundation/corporate donors
- Provide stewardship to current donors, including work with Marketing and Communications Coordinator to provide regular written updates (newsletters, etc.) to corporate and foundation donors.
- Understanding of institutional history and programs
- Maintain current records in database and in paper files, including grant tracking and reporting
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.)
- Work with Marketing and Communications Coordinator to provide development input for all written institutional materials (including Annual Report, and other publications)
- Assist with other fundraising 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 fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments

Qualifications: Minimum of two years' experience with grant writing, previous experience with non-profit fundraising, 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 income goals

Please contact and send resumes to:

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