



Communications & Development - Grant Writer

Warwick, RI

Thundermist's Mission - To improve the health of our patients and communities by delivering exceptional health care, removing barriers to that care, and advancing healthy lifestyles.

Please note, effective September 1, 2021, all Thundermist employees are required to have an initial dose of vaccine to prevent Covid-19. Effective October 1, 2021, all employees of RI licensed health care facilities must be fully vaccinated against Covid-19. Employees may be deemed exempt from this requirement based on documentation from their health care provider.

General Responsibilities:

The Grant Writer is responsible for writing professional, concise, and compelling grant proposals on behalf of Thundermist Health Center. Thundermist seeks federal, state, and foundation grants. Thundermist's grants program makes up over \$17 million of the organization's annual budget. In addition, the Grant Writer will be responsible for timely submission and reporting for each applied for grant.

Required Qualifications:

- Three to five years experience writing grants
- Proven success in securing seven-figure grants
- Must possess exceptional business writing skills
- Mastery of Microsoft Office products –Word, PowerPoint, and Excel.
- Ability to work independently with little supervision
- Strong planning, administrative and organizational skills, including the ability to manage time, multiple tasks and multiple deadlines effectively.
- Meticulous attention to detail, as well as proven project management skills required.
- Familiarity with a donor-centered approach to philanthropy
- Commitment to life-long learning through engagement in professional associations and other networking opportunities in the community.
- Demonstrates outstanding judgment.
- Passion for the Thundermist mission.
- Commitment to portray Thundermist patient stories and experiences with dignity and respect.
- Lived experience as a member of the communities Thundermist serves preferred.

Physical Effort/Environment:

General office environment. Must be able to sit for periods of time. Be able to lift heavy boxes

when needed. This role is a combination of remote and on-site work.

Work Schedule Demands:

Full time/ 40 hours per week. Must be available nights and weekends, when necessary.

Communication Skills:

Excellent written skills required. Ability to present information concisely and effectively, both verbally and in writing. Use skills to be able to engage and motivate through writing.

Confidentiality of Information:

Must maintain all policies of confidentiality at all times, and use discretion surrounding agency information and management issues.

Significant Job Functions:

- Draft grant proposals for up to eight figure federal, state, and foundation grants selected by the Director of Grants and Philanthropy.
- Work collaboratively with multiple Thundermist departments to collect necessary grant application data in order to help build a case for support from potential funders.
- Submit written grant proposals to Director of Grants and Philanthropy for approval.
- Respond to internal and external queries on drafted and submitted proposals
- Maintain positive relationships with fund providers and other stakeholders..
- Track any and all deadlines throughout the funding cycle of each grant – from application to post-award grant reporting.
- Write necessary reports for each grant.
- Enter applied for grants into database and update information as needed.
- Maintain records and submit reports related to grant opportunities.
- Other duties and projects as assigned by the Director of Grants and Philanthropy.
- Continue to build and support a culture of philanthropy within the organization and community.

Salary Range: \$24-\$28 per hour depending on experience

Please click [here](#) to apply.

Thundermist is dedicated to the goal of building and maintaining a diverse and inclusive workforce committed to caring for patients in a manner that is respectful of cultural difference. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.