

## **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, municipality, corporate, 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 grant as required by the funder.

## **Qualifications:**

Required Qualifications:

- B.A. or higher in English, Communications, or similar education focus
- Three to five years' experience writing grants
- Proven success in securing six and seven-figure grants
- Must possess exceptional business writing skills
- Mastery of Microsoft Office products –Word, PowerPoint, Excel, SharePoint, and Teams
- 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 professional development opportunities in the community
- Demonstrates outstanding judgment
- Passion for the Thundermist mission
- Commitment to portray Thundermist patient stories and experiences with dignity and respect

Preferred Qualifications:

- Lived experience as a member of the communities Thundermist serves
- Candidates who do not meet all the preferred qualifications are encouraged to apply

## **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 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 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
- Identify, through targeted prospect research, grant opportunities that have synergy with the Thundermist mission and programs
- Working with the Director of Grants and Philanthropy, develop an organizational workflow to streamline the grant writing and reporting process
- 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

**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.

**Salary Range:**

\$44,782 - \$67,163

**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:**

Thundermist is dedicated in securing the privacy and confidentiality of protected health information under the Health Insurance Portability and Accountability Act. It is the responsibility of all employees to comply to state and federal guidelines in accessing sensitive information. The incumbent must apply strict confidentiality.

To apply for this position, [CLICK HERE!](#)