

San Jose Clinic Grant Writer

DATE: March 2020

DEPARTMENT: Development

STATUS: Exempt

REPORTS TO: Chief Advancement Officer

OSHA: Low

POSITION SUMMARY:

Responsible for securing annual grant funding from foundations, corporations and other organizations to support the mission of San José Clinic. Primary duties include: research and identification of opportunities, writing and submitting compelling proposals and donor reports and managing all aspects of the grants program.

DUTIES AND RESPONSIBILITIES:

- Proactively networks, researches, and identifies opportunities for financial support from foundations, corporations, community and religious organizations
- Cultivates strong relationships with current organizational donors and prospects
- Continuously evaluates funding opportunities and seek new and innovative sources to secure revenue supporting the mission of San José Clinic
- Writes and submits grant applications, stewardship reports and other donor communications to meet annual fundraising goal
- Builds and manages strong relationships with assigned donor portfolio
- Serves as San José Clinic's grants manager, maintaining grant submission and reporting calendars, grant donor records and fulfilling all reporting requirements.
- Meets regularly with Clinic leadership to identify funding priorities and ensures Grants' compliance
- Participates in annual agency budgeting process and develop tactical and strategic plans to establish and attain short- and long-term revenue goals through organizational gifts
- Participates in the support of branding and marketing activities to ensure consistency of Clinic messages to donors, patients, volunteers and others particularly as it relates to grant stewardship
- Represents San José Clinic at community events, meetings and events as needed
- Participates in fundraising, stewardship and events as part of the development team
- Follows all HIPAA and OSHA guidelines and regulations, including assisting HIPAA and OSHA Officers in ensuring compliance
- Maintains confidentiality of patient information/records at all times
- Maintains established San José Clinic policies, procedures, objectives, quality assurance, safety, environmental and infection control
- Implements job responsibilities in a manner that is consistent with the San José Clinic Mission and Code of Conduct and is supportive of San José Clinic cultural diversity objectives
- Adheres to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice
- Performs other duties as assigned

QUALIFICATION, EDUCATION, AND EXPERIENCE:

1. Bachelor's Degree in professional writing, business or related field; Master's Degree, preferred
2. Minimum of two years grant writing experience that includes: cultivation and stewardship of foundation and corporate gifts with proven success in past development efforts
3. Knowledge of the Houston philanthropic community and experience in healthcare, preferred
4. Outstanding communication skills, both written and verbal. Ability to write clear, structured, articulate and persuasive proposals. Strong editing skills

5. Analytical skills and attention to detail. Able to research relevant data; understands and conveys clearly-stated project budgets and outcomes
6. Strong organizational and time management skills with attention to detail
7. Able to work under pressure to meet multiple deadlines
8. Able to deal professionally, courteously and efficiently with a diverse set of constituents in a fast-paced environment
9. Proficient in Microsoft Word, Excel and donor management software
10. Experience and proficiency with Blackbaud Raiser's Edge 7 database, preferred

PHYSICAL REQUIREMENTS:

1. Ability to sit, stand, bend and stoop for (long) periods of time
2. Ability to exert up to 50 pounds of force occasionally/ frequently
3. Ability to respond to emergency/crisis situations
4. Exposure to noise
5. Exposure to blood and/or fluids

Resume submissions may be made to: Sharon Barnes, Chief Human Resources Officer, sharonbarnes@sanjoseclinic.org.

By signing below, I acknowledge that I have received a copy of this job description and I believe I can fulfill the duties contained therein.

Employee Name Print

Date

Employee Signature

Date

Manager Signature

Date