



**POSITION:** Grant Writer

**DATE:** July 2022

**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
- Maintains keen focus on grant research and the management of reporting and submission calendars
- Participates in meetings with Clinic leadership to identify funding priorities and ensures Grants' compliance
- 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
- Serves as administrative support to the Chief Advancement Officer and Grants Administrator
- 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

**QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

1. Bachelor’s Degree in professional writing, business or related field; Master’s Degree, preferred
2. Minimum of two years of grant writing experience that includes: cultivation and stewardship of foundation and corporate gifts
3. Outstanding communication skills, both written and verbal. Ability to write clear, structured, articulate and persuasive proposals. Strong editing skills
4. Analytical skills and attention to detail. Able to research relevant data; understands and conveys clearly-stated project budgets and outcomes
5. Strong organizational and time management skills with attention to detail
6. Able to work under pressure to meet multiple deadlines
7. Able to deal professionally, courteously and efficiently with a diverse set of constituents in a fast-paced environment
8. Proficient in Microsoft Word, Excel and donor management software
9. 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

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**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

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Employee Signature

\_\_\_\_\_  
Date

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Manager Signature

\_\_\_\_\_  
Date

**Apply at:** <https://recruiting.paylocity.com/recruiting/jobs/Apply/1209106/San-Jose-Clinic/Grant-Writer>

**REVISION HISTORY:**

<b>What</b>	<b>By whom</b>	<b>When</b>
Reviewed JD for posting	S. Barnes	March 2020
Updated to establish Jr. Grant Writer JD	M. Sanders/K. Clarkson	February 2022
Updated	K. Clarkson	February 2022
Updated	K. Clarkson	July 2022