



Caridad Center, Inc.

8645 West Boynton Beach Blvd., Boynton Beach, FL 33472

JOB TITLE: GRANT WRITER

REPORTS TO: CEO

GENERAL FUNCTION: Caridad Center, the largest free clinic in the State of Florida is looking for a **FULL TIME enthusiastic, conscientious, and detail oriented individual who enjoys making a difference, being part of a team, and takes pride in their career.** The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate Caridad Center's mission and programs to potential funders. Reporting to the CEO, the Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

SALARY & BENEFITS: \$60,000 – 70,000 annual income, Florida Blue HMO or PPO subsidized by the company, 401K with up to a 4% match, two weeks of vacation in the first year of employment, twelve paid holidays, five sick days per year. Continued employment is dependent on availability of funding resources.

RESPONSIBILITIES:

- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
- Establishing and maintaining personal contact and relationships with foundation contacts and program officers;
- Ensuring prompt acknowledgment of foundation gifts;
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conducting prospect research;
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines, and manage supplemental material required for proposals;
- Other duties as assigned.

MINIMUM JOB QUALIFICATIONS: The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail-oriented, and highly organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required, including familiarity with Foundation Search and other databases. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. A solid understanding of logic models

and budgets as they relate to proposals and grants, a minimum of a Bachelor's degree, and 3 -5 years of relevant experience are required.

NON-DISCRIMINATION STATEMENT:

Caridad Center, Inc. does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Caridad Center, Inc. will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

Please forward CV and cover letter to Laura Kallus at lkallus@caridad.org.