



Clinica Msr. Oscar A. Romero Community Health Centers Job Announcement

Position Title: Senior Grant Writer
Department: Administration
Position Reports to: Executive Director
Submit Resumes and salary history to: Oscar Lopez, Human Resources Director
Fax: 213989-0169 Email: lpzoscar@clinaromero.com
123 S Alvarado Street Los Angeles CA 90057

Position Objectives: The Senior grant writer will primarily be responsible for developing and implementing a comprehensive plan to maximize income from government and private foundations through competitive grants. This position offers a generous benefit package, including paid vacation and holidays, health, dental insurance, access to credit union, and 403B plan. Competitive salary DOE, range starts at \$ 45-55 K.

Essential Functions:

- Researches grant opportunities to identify best prospects
- Matches available grant opportunities with Clinica's needs
- Establishes relationship with grantors to determine how Clinica's programs meet grantor's funding objectives
- Strategize, develop and write grant proposals
- Creates and maintains orderly files and records
- Monitors grant proposals; prepares follow-up reports, as required by grantors
- Supports all Clinica's fundraising efforts
- Responsible for other duties as assigned
- Able to supervise other development staff as required

Knowledge /Skills/Experience Required:

- Must have a four-year degree from an accredited University or at least 5 years of relevant experience in non-profit grant writing; masters degree preferred
- Must possess great initiative and disciplined to set priorities
- Good logic and strategy skills
- Must demonstrate excellent verbal and superb written skills
- Competency in the use of Office Suite software programs
- Ability to organize workload and manage multiple projects
- Ability to meet deadlines
- Self-directed worker, who works well on a team
- Bilingual in Spanish is helpful but not required
- Sensitivity and understanding of health care issues affecting the uninsured and underserved Latino immigrants a plus

Clinica Msr. Oscar A. Romero is an Equal Opportunity Employer and adheres to Hiring Practices in Accordance with Federal and State Regulations

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