



LA MAESTRA  
COMMUNITY HEALTH CENTERS  
City Heights · El Cajon · National City · Lemon Grove

# La Maestra Community Health Centers

## Job Announcement

### Grant Writer

**Starting Pay:** 40K– DOE

**Hours of Work:** TBD (Mon-Fri)

**Location:** City Heights

**Status/ Hours:** Full Time/ Exempt

**Reports to:** Director of Development

#### **Summary:**

The grant writer will be responsible for all phases of grant seeking. Specifically, the grant writer will research local, state, and national grant opportunities, develop grant proposals including program design, grant narratives and grant budgets. The grant writer will track all grant seeking activities, and work with operational staff on grant implementation. The grant writer will be responsible for data collection and analysis, internally and externally, as related to health trends and patient populations served. The grant writer will have excellent written and oral communication skills, have a background and understanding of health needs of underserved populations and work well as a member of a team and independently. The position requires high levels of self-initiation, direction, as well as knowledge and passion for low-income, uninsured and underinsured communities. Knowledge and experience working in a medical setting, interacting collaboratively with medical teams and the ability to work in a fast-paced, multi-deadline driven environment is essential.

#### **Responsibilities:**

- Identify, qualify, cultivate, and solicit foundation, corporate, and government funders
- Write and prepare grant proposals, reports, and other donor communications.
- Work with program and operations staff to identify, develop, and package programs that are appropriate for grant funding.
- Research, compile, organize and present various data for a variety of purposes, including grant proposals and business development.
- Analyze reports of internal patient population and gather community data from external re sources.
- Prepare reports as requested for grant management, business development, and external affairs.
- Maintain system to track grant writing activities, funder requests and disposition of grants.
- Develop and implement systems to capture patient stories, work with development and communication staff to develop case studies.
- Work with program and operations staffs to implement funded grant proposals, and ensure grant tracking systems are in place.
- Must be well organized and able to follow-through on assignments with little oversight.
- Analyze situations and make timely decisions.

# La Maestra Community Health Centers

## Grant Writer

---

### **Job Requirements:**

**Education:** Bachelor's degree in communications, journalism, English or another related field. Master's in Public Health (MPH) candidates preferred.

**Certification required:** Certificate in Grant Writing and Management preferred

### **Experience:**

- Two plus years of grant writing experience, ***preferably in a nonprofit, healthcare setting.***
- Experience in and understanding of medically underserved populations and the healthcare environment
- A demonstrated track record of successful grant solicitations is required.
- The grant writer will be an on-site, full-time, member of the development team. The grant writer will not be a part-time employee or consultant.

**Verbal and Written Skills to perform the job:** Excellent verbal, written, and interpersonal communication skills and the demonstrated ability to work with diverse individuals and groups. Proficient public speaking skills. Excellent customer service skills with both internal and external personnel.

**Interested Applicants please submit:** Cover Letter and current resume

Human Resources Department

Email: [employment@lamaestra.org](mailto:employment@lamaestra.org)

Fax: 619-269-1291

*La Maestra Community Health Centers is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender, disability or any other legally protected status.*