



Job Description for: Senior Grant Writer Consultant

Program Area: Social Change Institute

Job Classification: Consultant

Reports to: Deputy CEO

Last updated: June 2022

Organization Summary

Community Health Councils (CHC) is a non-profit, community-based health education, advocacy and policy organization established in 1992 in response to the growing health and healthcare crisis. CHC's mission is to collectively build equitable systems. CHC has been at the forefront of systems change work to eliminate disparities in health and well-being. Our policy areas include Health Systems, Food Justice, and Community and Economic Resiliency. Each area represents a unique opportunity to engage members of impacted communities in program and policy development through a wide variety of community interventions and strategies as well as representation and leadership through the coalitions and collaborations convened. With a primary focus on South Los Angeles, CHC works at the local, state, and national level to improve the health of under-served and marginalized communities.

Summary Description

Under the supervision of the Deputy CEO (DCEO), the Senior Grant Writer Consultant will research grant opportunities that match the goals and objectives of the company, including gathering information from various departments and working with the Deputy CEO to ensure alignment and coordination. In collaboration with key team members, this position will strategize and develop all aspects of program planning, implementation, and evaluation for proposals; coordinate and write grant proposals for government, corporate and foundation funds.

Essential Duties and Responsibilities

Fulfilling the responsibilities and duties of the Sr Grant Writing Consultant requires flexibility, creativity, research skills, and interpersonal skills. You also need the ability to adjust your writing style to account for the preferences of each person or organization to whom you are sending grant requests.

- In partnership with DCEO, strategizes, coordinates, and collaborates on all aspects of grant writing from government agencies and private foundations. Activities include research and evaluation of grant opportunities; coordination of grant components; collaboration in the development of programs for proposals, including the needs assessment research, planning, implementation, and evaluation components; and working with internal team members in the writing, editing and timely submission of grant proposals.
- Serves as a point-of-contact and/or liaison with designated contractors and consultants to support grant processes and activities; determines and communicates contractor and consultant project priorities, timelines, deadlines, and expectations; facilitates effective communications between contractors, consultants, and internal stakeholders to ensure grants and grant proposals meet CHC's strategic objectives.
- Collaborates with other CHC's departments as it pertains to proposal writing, grant reporting and management.

Minimum Qualifications and Experience

The Sr. Grant Writer should have excellent research and communication skills. They should be able to clearly communicate in both written and verbally.

- Bachelor of Arts degree from accredited college and 3+ years' experience in grant-writing with proven track record of successful grant applications.
- If no degree, experience of at least 7 years of successful grant-writing track record.

Other Knowledge, Skills, Abilities

- Knowledge of Program Planning and Evaluation.
- Familiarity with social enterprises, a plus.
- A commitment to CHC's values, mission, and vision – evidenced, in part, by exhibiting a high level of personal and professional integrity, humility and humanity. Strong commitment to advancing social justice and equity.
- Strong communication skills: ability to exercise diplomacy, gather information from others, make inquiries and synthesize information; ability to convey information and explain or discuss organizational policy and procedure with others in person or by telephone.
- Ability to work with staff and community members from diverse racial, sexual orientation, gender identity and cultural and socioeconomic backgrounds.
- Ability to manage multiple competing priorities while adhering to deadlines.
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making.

TO APPLY: Please email a Cover Letter and Resume as separate attachments to humanresources@chc-inc.org and include the exact title of the position you are applying for in the subject line of your email. Applications without a cover letter will not be considered.