



Job Code: 5364

Grade: 21

HCWR: N

Job Title

Grant Proposal Writer

Department

Behavioral Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under direction of the Executive Director of Impact Fund and Community Services, the Grant Writer is responsible for researching, preparing, and assembling proposals and grant applications for submission to funders to build and support the Impact Fund and to help improve the access and quality of behavioral health programs and services across Cook County. Funders include private, federal, state and corporate partners. The Grant Writer will engage throughout the pre-award and development process while adhering to the vision and mission of Cook County Health (CCH).

Typical Duties

- Collaborates with program and development team members to create, write, and assemble compelling grant proposals and funding requests.
- Conducts research into grant making organizations and institutional funders to identify new funding opportunities and grow the Impact Fund's portfolio of funders.
- Works collaboratively with relevant team members to develop proposal content and solicit input and review of proposals in a timely manner to ensure submission deadlines are met
- Develops a complete understanding of the program and effectively communicates that in the written proposal.
- Collects data and information from CCH internal and external stakeholders to develop proposals.
- Works collaboratively with Finance to develop budgets and budget narrative for proposals to ensure the feasibility of the project's budget and the alignment with the project narrative.
- Reviews and adheres to guidelines given by the funder to develop applications that are accurately formatted and include all required information for each funding opportunity.
- Develops charts and graphs when needed to display data and information within the project narrative or proposal, including logic models.
- Maintains records of all corporate/foundation interactions.
- Manages the grant proposal calendar and develops project workflow and timelines for proposals.
- Tracks grant cycles and renewal process and ensure stewardship to guarantee continued funding.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree or higher from an accredited college or university
- Three (3) years of relevant grant writing and proposal development experience
- Record of successful grant proposals (Must provide a writing sample of a proposal written)
- Must be able to work flexible hours based on project needs or timelines



Preferred Qualifications

- Master's degree from an accredited college or university
- Health-related grant proposal writing experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and understanding the operational structure of foundations, organizations, and businesses to support grant development
- Excellent verbal and written communication skills necessary to communicate with individuals in varied professions composed of diverse cultures and age groups
- Strong analytical skills
- Experience with budgeting and budget development
- Superior organizational ability and attention to detail ability to meet firm deadlines
- Must have good administrative skills and be detailed oriented
- Must be a self-starter, motivated, and able to take initiative
- Ability to work as a team player and coordinate directly and supervise others
- Ability to function effectively in a fast-paced environment, organize and complete multiple tasks and multiple grant applications simultaneously with close attention to detail and prioritization to meet deadlines

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.