



**Job Code:** 6852

**Grade:** 17

**HCWR:** N

**Job Title**  
Grant Writer

**Department**  
Administration

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

**Job Summary**

Under direction, the Grant Writer is responsible for preparing proposals and grant applications for submission to funders. 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**

- Performs research into grant making organizations to identify funding opportunities.
- Prepares and writes grant applications ensuing deadlines are met.
- Adheres to guidelines given by the funder to develop applications for each funding opportunity.
- Analyzes the feasibility of the project's budget and ensures it is aligned with the project narrative.
- Collects data and information from CCH internal and external stakeholders to develop proposals.
- Develops a complete understanding of the program and effectively communicates that in the written proposal.
- Works collaboratively with principal investigators and programmatic staff to develop the proposal content for submission.
- Develops charts and graphs when needed to display data and information within the project narrative or proposal, including logic models.
- Develops project workflow and timelines for proposals.
- Works collaboratively with Finance to develop budgets and budget narrative for proposals.
- Performs other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree 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
- Programmatic and research grant experience with a hospital system



**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
- Superior organizational ability and attention to detail ability to meet firm deadlines
- Must have good administrative skills and be detailed oriented
- Ability to coordinate directly and supervise others
- Ability to meet deadlines for grant writing projects
- Ability to manage multiple grants applications on various topics
- Can express themselves easily

**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.**