



## **Role Description**

The Grant Writer will identify, define and develop funding sources to support existing service delivery, writing, and submission of grant proposals to funding sources.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.

## **Experience/Skills**

- Well developed Writing and computer skill
- Experience writing applications with Community matters/ real me logon.
- Strong understanding of the EBOP
- Strong ability to produce without constant supervision.

## **Essential Functions**

- Researches and identifies new government, corporate, foundation and private funding options for Hospice EBOP.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures Hospice EBOP.
- Maintains primary responsibility for grant schedules and tracking grants;
- Serves as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Coordinates and follows-up on the progress of submitted proposals;
- Coordinates with the CEO to create expenditure and income budgets to accompany proposals.