



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

Position Title: Grants Writer

Reports to: Director of Grants and Communications

FLSA Status: Exempt

Position Summary: An important member of Apicha CHC's development unit. S/he is responsible for government grant applications and community needs assessments. S/he must have the ability to collaborate with other staff on monitoring and evaluation activities.

Duties and Responsibilities:

- Research and identify funding resources
- Create ongoing needs assessments of the communities Apicha CHC serves
- Develop quarterly and project-by-project work plans
- Write proposal narratives and related documents
- Collaborate with program and clinic managers to develop program design
- Prepare documents and coordinate submission of all grant applications
- Work with grants writing consultants, as needed
- Supports the Director of Grants and Communications, as needed
- Collaborate with informatics and quality improvement staff
- Conducts ongoing literature review
- Prepare presentations on an ongoing basis
- Participate in internal committee activities, as assigned
- Stay up-to-date on trends on health care environment
- Other duties as assigned

Qualifications:

- Advanced degree in public health or equivalent experience in related field
- At least 5 years of full-time work experience
- Experience in writing proposals for competitive government grants required
- Experience with community health centers, communities of color health issues a plus
- Proficiency in quantitative and qualitative research
- Must have excellent written, verbal, and interpersonal communication skills
- Ability to work independently as well as part of a team
- Ability to work in a multi-cultural workplace
- Must be competent in Microsoft Word, Excel, Powerpoint and other common office software

Apicha CHC is an Equal Opportunity Employer. M/F/D/V/SO