



GRAND RAPIDS

**African American
Health Institute**

JOB OPPORTUNITY

November 2021

Job Title: Grant Writer/Fund Development Officer

Location: Grand Rapids, MI

Description:

The Grand Rapids African American Health Institute (GRAAHI) is a non-profit organization dedicated to achieving healthcare equity in the African American Community through advocacy, education, and research. We have a rich history of contributing to social justice and racial equity policy, programming, and interventions. We seek to employ talented and success-oriented individuals, committed to supporting and advocating for the well-being of vulnerable populations. We believe in a synergistic, collaborative work environment in which every staff member feels a sense of belonging and valued.

We are looking for a dynamic and experienced leader with a proven history of planning, implementing, and executing programs and managing budgets. This position will report directly to the Chief Executive Officer. This position will also have direct communication with partner organizations and serve as a resource for GRAAHI staff as it relates to partner support and grant compliance issues and questions.

Roles and Responsibilities

- Actively develops and engages with key stakeholders.
- Builds collaborative relationships with community partners.
- Knowledgeable in organization's history, programs, mission, and vision.
- Researches and identifies grant funding opportunities.
- Writing, formatting, framing, submitting, and managing grant proposals.
- Executes the development and strategy for grants.
- Works with CEO, staff, and governing board to facilitate short- and long-term goals.
- Identifies and addresses developmental barriers.
- Fosters a culture of philanthropy.
- Participates with the CEO and board to plan organization's fund development course and programs
- Manages the operations development function efficiently and oversees development activities in coordination with staff.
- Establishes a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
- Evaluates the performance measures, monitors results, and evaluates the efficacy of the fund development program.
- Ensures to maintain supporting grant documents and provides documents to key stakeholder/funders.
- Collaborates with the CEO and Marketing Director to send funders newsletters, completion of tours, organizing and hosting meetings.
- Maintains all grant documents in the filing system via electronic records as well as back up records.
- Maintains accountability and ensures compliance with all regulations and laws, as well as the code of conduct and ethics for fundraising professionals.



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Requirements

- Commitment to GRAAHI's mission and values.
- Minimum of a bachelor's degree, master's degree preferred, in the field of Grant Writing, Public Health, Not for Profit Administration, Policy Development, or Business Administration and five years- experience in grant writing, program planning, development, managing budgets, and evaluation of programs.
- Further certification may be required for the role, willing to be certified based on need of organization.
- Proven history of success in fundraising.
- Sound knowledge of performance management and evaluation procedures as well as key metrics
- Strong interpersonal, decision-making, strategic mindset with sharp business acumen and leadership skills.
- Analytical thinking and ability to analyze data.
- Excellent communication skills, both verbal and written.
- Proficient and flexible in MS Office Word/Excel and Google documents.
- Exceptional knowledge of fundraising information sources.
- Strong knowledge of current standards of practice and guidelines related to grant writing and fund development for not for profits.
- Detailed oriented, excellent organizational skills, ability to prioritize tasks, ability to meet deadlines and excellent time management skills.
- Experience with data analysis, budgeting, and reporting
- Initiative-taker and independent.
- Great collaborator with history of working with a wide range of cultural backgrounds

Why GRAAHI?

- You will get the chance to form relationships with motivated staff members, a phenomenal community, and stakeholders who genuinely care about the organization and improving the health of the community.
- You will see the impact of the work that you do and meet the people that are transformed by the programs of the organization.
- This is the perfect opportunity to support the community while addressing healthcare issues.

To Apply: Please send your resume, cover letter, two letters of recommendations, and three references to info@graahi.org. Applications will be reviewed on a rolling basis until the position is filled.

GRAAHI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.