

Position Title: Grant Writer
Organization: Erie County Medical Center
AFPWNY Post Date: 5/2/2018

The Grant Writer is responsible for researching, identifying, developing, preparing and responding to proposals and grant applications to support proposed, current, and ongoing projects. Additionally this individual will maintain a tracking database to ensure application deadlines are met and tasks remain on target.

Duties and responsibilities

- Creates proposals and gathers supporting documentation in response to solicitations
- Generates revenues for programs and services through timely submission of well-researched and written grant/fundraising proposals
- Compiles reports to government, corporate, foundations and other funders as required
- Complies with grant reporting requirements while maintaining current records databases including tracking
- Maintains and implements funding calendar activities
- Identifies funding opportunities and new program areas to match Foundation priorities
- Communicates with program officers at organizations to solicit invitations to submit proposals in addition to relevant agencies, and personnel internally and externally
- Special projects as needed

Qualifications

- Bachelor's Degree in Administration, Business, Finance, Marketing, Statistics or other related field
- Minimum of five years' experience with grant writing in a not-for-profit organization/foundation setting
- Strong written communication skills with ability to write clear, articulate and persuasive proposals
- Excellent knowledge of Microsoft Office products (Word, Excel, PowerPoint)
- Knowledge of fundraising information sources
- Demonstrated attention to detail
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

To Apply:

Email resume and cover letter to the attention of Danielle Bozich, Director of Talent and Acquisition at careers@ecmc.edu.

Alternatively, resumes can be mailed to 462 Grider St. Buffalo, NY 14215 Attn: Human Resources (email to careers@ecmc.edu preferred).

Resumes accepted on a rolling basis; position will remain open until filled.