



## **JOB DESCRIPTION**

### **GRANT WRITER (PART-TIME)**

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink core values:

- We care about and advocate for children with heart disease, their families, caregivers, and communities.
- We are resourceful and creative, continuously learning, and improving.
- We hold ourselves to the highest standards of quality in our work and integrity in our actions.
- We are one team, collaborating to use combined skills and strengths to share ideas and solve problems.

#### **I. Objectives**

The Grant Writer is a part-time position that plays an integral role in the organization and functions as a key member of the development team. The Grant Writer will report to the Vice President of Development and ensure robust donor mapping, donor intelligence, grant submission plan, and responding to grant opportunities from public and private funding sources to expand the portfolio of grants to secure income streams, both restricted and unrestricted. The role will make sure that the right resources and inputs are leveraged to respond to funding opportunities successfully. The Grant Writer will also assist the team in managing grants and communication with funding partners.

#### **II. Supervision**

The Grant Writer will report to the Vice President of Development. This position has no supervisory responsibilities. This position is part-time at 0.5 FTE.

#### **III. Responsibilities**

- A. Lead all aspects of proposal development in collaboration with relevant team members, preparing and submitting grant proposals, sponsorship requests, and applications to a wide range of donors.
- B. Conduct research on existing and prospective funders to tailor applications according to the audience and develop compelling proposal narratives that meet funder guidelines and communicate concepts.
- C. Track and analyze proposal/grant metrics, including grants submitted, awarded, declined, the status of active grants and when grants have completed their cycle.
- D. Correspond with external stakeholders for clarification on proposal guidelines, formats, compliance purposes, and follow-up communication as needed.
- E. Maintain accurate tracking and analysis of grant prospects and advice on priorities and additional support to meet multiple deadlines.
- F. Assist with budget preparation and other writing projects as required.
- G. Provide administrative support to the programs team including the tracking, and submission of grant reports; the coordination of grant communication activities with the communications team; and the coordination of financial reporting with the finance team.
- H. Support the Vice President of Development in data collection from relevant CRM Systems and help with data analysis.
- I. Help prepare presentations on internal funding landscape for dissemination purposes.

- J. Scope and submit applications for key events the development team should be aware of and actively pursue.
- K. Execute other duties as assigned.

#### **IV. General Office Responsibilities**

- A. Attend and participate in staff meetings, retreats, and special sessions.
- B. Attend Children's HeartLink events.
- C. Participate in yearly performance appraisals.

#### **V. Required Experience and Skills**

- A. Bachelor's degree required and at least three years of nonprofit experience preferred.
- B. Expertise in compiling and synthesizing information from different sources.
- C. Effective communicator and coordinator.
- D. Exceptional verbal and written communication skills.
- E. Excellent problem-solving, time management, and organizational skills to meet deadlines.
- F. Highly detail-orientated with strong interpersonal skills.
- G. Ability to work independently and as part of a team.
- H. Able to work with others as a team and in support of positive work culture.
- I. Ability to deal with ambiguity and changing priorities.
- J. Strong computer skills (including Microsoft Office, Internet, and e-mail).
- K. CRM System experience preferred.

#### **VI. Additional Information**

- A. Salary is competitive and negotiable based upon qualifications and experience. This position is part-time at 50% (20 hours/week) and includes benefits of pro-rated paid time-off and holidays.
- B. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

#### **VII. How to Apply**

Qualified candidates should submit the following items to Ann Odens, Operations Manager, at [ann@childrensheartlink.org](mailto:ann@childrensheartlink.org):

- 1) cover letter, including salary requirements;
- 2) resume;
- 3) contact information for three references.

Thank you for your interest in Children's HeartLink.