

The Good Samaritan Health Center of Gwinnett is a non-profit organization operating two full-service clinics which provide low-cost medical, dental, and pharmacy services across the life span of poor and uninsured individuals of the north metropolitan Atlanta area. Our mission is to demonstrate the love of Christ through the provision of health and dental services exclusively targeting the poor and uninsured.

We are searching for an experienced Grant Writer to write grant proposals to private, corporate, and community foundations seeking financial support of the various programs of our faith-based non-profit healthcare organization. The Grant Writer will apply knowledge of and experience in fundraising methods and plans to reach income goals. The Grant Writer will collaborate with members in the organization to assist with other fundraising projects, including tours, events, and content development for social media. This is a hybrid in-office and remote position.

To ensure success you need to write well, have deep knowledge of proposal, budget, and evaluation methods, be familiar with healthcare and human service industries, and be committed to the values of the Christian mission you will represent. Preferred applicants are team players with outstanding multitasking and on time delivery abilities.

#### Grant Writer Responsibilities:

- Passionately advocate for the organization's Christian mission.
- Maintain accurate knowledge of organization's history, programs, and initiatives.
- Assist with the execution of the Director of Development's annual plan.
- Collaborate with the Executive Director and Director of Development to establish and maintain relationships with various institutional donors.
- Identify grant funding opportunities.
- Write and submit grant proposals and monitor the execution of funded programs.
- Complete and submit timely and accurate progress reports.
- Raise at least \$500,000 per year.

#### Grant Writer Requirements:

- Bachelor's degree in a relevant field.
- 2+ years grant writing experience.
- Proficient with MS Office Word and Excel.
- Proficient knowledge of foundation funding sources.
- Excellent communication skills, both verbal and written.
- Excellent organizational skills.
- Ability to meet deadlines.