



Grant Writing Specialist

Reports to: Medical Director

Schedule Requirement: Your primary tasks would be providing overall consultation in pursuit of grant opportunities and conducting the actual grant writing process. Therefore, your time commitment will be on a need basis only. You may, occasionally, have to be available during some weekdays/evenings to complete certain tasks and/or address unexpected urgencies and time-sensitive deadlines.

Tasks include:

- Be proactive and determined, compile and collect all relevant data to be used in the future to obtain funding.
- Establish what eligibility requirements are dependent on funding.
- Determine and create the necessary documents/forms required for the patient to provide proof of eligibility.
- Identify sources for grant fundings (NAFCC, networking with other free clinics, American Muslim Health Professionals, etc.).
- Identify, comply and update the list for all relevant grant options.
- Apply and write up the grant(s).