

Grant Writer-Healthy Smiles For Kids of Orange County



It's all about the kids! Healthy Smiles is 16 years old and growing!!!

We are a non-profit organization providing dental clinic services, prevention, education and outreach via our Garden Grove clinic, Smile Mobiles, the Smiles X-Press (Teledentistry Program), and CHOC hospital location.

The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations and will persuasively communicate HSK's mission and programs to potential funders. The Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submission and other deadlines.

If you love kids and want to make a difference in their lives, we would like you to join our team.

Essential Functions

- Write high-quality grant proposal narratives, applications, and supporting documents;
- Responsible for researching, collecting data, and writing of each grant
- Work with Chief Financial Officer to compile financials and data;
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a proposal calendar;
- Coordinate and follow-ups on the progress of submitted proposals;
- Develops an annual grants strategy;
- Prioritize to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
- Conduct prospect research to identify, cultivate and solicit new grants;
- Ensure prompt acknowledgment of foundation gifts;
- Perform other duties as assigned.

Positions Requirements

To perform effectively in this position, the incumbent must have:

- A minimum of 2 years of experience in research and grant writing; nonprofit experience a plus
- Bachelor's Degree required
- Demonstrated ability to write successful grant proposals
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint

Full Benefit package which includes: Medical, Dental, Vision and Life insurance as well as a generous PTO and Holidays.

Healthy Smiles is an Equal Opportunity Employer

To apply, please submit a resume and cover letter highlighting your qualifications for this position to Ria Berger at rberger@healthysmilesoc.org.