



ArchCare is a health care system focused on long term care for the elderly, the disabled and those with other chronic conditions in New York City and the Hudson Valley.

Job Title: Grant Writer (full-time)

Job Summary: The Grant Writer is responsible for maintaining and growing a portfolio of private foundation donors, providing support for government grants, strengthening the individual giving program and tracking and acknowledging donor gifts.

Duties/Responsibilities:

- Conduct prospect research to expand portfolio of foundation prospects suitable for solicitation;
- Prepare well-written grant proposals that meet grantor standards and requirements;
- Assist in maintaining and tracking grant requests, deadlines and reporting requirements;
- Assist in building ArchCare's individual giving program, creating and disseminating appeal letters;
- Support the implementation and ongoing management of the organization's first fund-raising management software;

QUALIFICATIONS: Bachelor's Degree required. Minimum of two years of development experience in a mid-to-large non-profit environment. Familiarity with the Foundation Center resources and the Foundation Directory Online. Strong organizational skills, attention to detail, ability to analyze information and meet deadlines. Must be able to work independently. Proficiency in Microsoft Office suite. Experience with Raisers Edge or similar database. Excellent grammar, spelling, proofreading, and editing skills.

REPORTS TO: Grants Director

COMPENSATION: \$55,000 - \$75,000

Please apply online: <https://jobs-archcare.icims.com/jobs/12466/grant-writer/job>