



## JOB ANNOUNCEMENT

<b>Position:</b>	Grant Writer, Pacific Islander Health
<b>Department:</b>	Development and Public Affairs
<b>Reports to:</b>	Director of Development and Public Affairs
<b>Job Type:</b>	Part-time, Contract
<b>Start Date:</b>	Immediate
<b>Deadline to File:</b>	Until Filled

### Organization Description:

The Association of Asian Pacific Community Health organizations (AAPCHO) is a national association of community health organizations serving Asian American (AA), Native Hawaiian and Pacific Islander (NHPI) populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of AAs and NHPIs within the United States, its territories and freely associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible, and culturally and linguistically appropriate to the people we serve.

### Position Summary:

AAPCHO is currently seeking an experienced Grant Writer to identify new government and foundation grant opportunities and coordinate the grant development and proposal process. Working with the Director of Development and Public Affairs, senior leadership, and key community partners and subject matter experts, this position is responsible for researching new grant prospects, drafting grant proposals and reports, and coordinating the creation of a comprehensive government and foundation grant application and reporting calendar to support the *Pacific Islander Center of Primary Care Excellence (PI-CoPCE)*.

This is a part-time, contract position, reporting to AAPCHO's Director of Development and Public Affairs. Hours will vary depending on grant calendar.

### Duties & Responsibilities:

- Work with key community partners and subject matter experts, and AAPCHO Director of Development and Public Affairs and senior leadership, to understand the mission and vision of the PI-CoPCE in order to identify grant funding opportunities.
- Research, identify and apply for grant opportunities that correspond to the needs and objectives outlined in the *PI-CoPCE Strategic Plan* and *Development Plan*, and aligned with AAPCHO's broader mission and vision.
- Track grant opportunities applications and reporting requirements. Work with AAPCHO staff and PI-CoPCE partners to generate revenues for programs and services through timely submission of well-researched, well written and well-documented grant proposals, reports and supporting documents. Maintain and implement grant calendar activities.
- Prioritize grants to apply for (based on size of grant, time funding is released), and mission fit.
- Serve as a liaison to all funding agencies, partner organizations and individuals, and other key stakeholders as needed.
- Successfully understand and communicate mission and vision of PI-CoPCE, demonstrating how it will generate impact and is aligned with granting agencies' priorities.

## **Qualifications:**

### **Required**

- Bachelor's degree with a minimum of 1-2 years professional grant writing work or commensurate experience.  
Demonstrated success and in-depth experience with government and foundation funders, particularly in health care.
- Proven track record of writing successful applications ranging from smaller grants (\$10,000 – \$20,000 range) to larger grants (\$25,000 – \$100,000+ range).
- Strong interpersonal, communication, writing, and project management skills.
- Proven ability to thrive in a deadline driven environment while working independently and as part of a team, with high attention to quality and detail.
- Ability to manage rejection and think creatively to overcome common proposal objections.
- Proficiency in computer systems and cloud-based software (e.g., MS Office, Mac OS, Google Drive, Zoom video conferencing).
- Commitment and ability to support the mission and goals of PI-CoPCE and AAPCHO.

### **Preferred**

- Knowledge of or commensurate experience working with Pacific Islander populations and health disparities.
- Experience in community health program planning and/or research in a community health center, community-based organizations and/or nonprofit setting.
- Experience working with AA and NHPI communities, ideally in community-based setting.
- Strong research and interviewing skills.
- Experience collaborating with remote/national teams a strong plus.

## **Application Procedures:**

To apply, please submit resume, cover letter, 1-2 samples from successful grant applications and/or final reports, and contact information for 3 professional references to [grantwriter-hiring@aapcho.org](mailto:grantwriter-hiring@aapcho.org) with the subject line **“Grant Writer, Pacific Islander Health Application - [Your First and Last Name]”**.

Applications will be accepted until position is filled. No phone calls, please. Interviews will be granted according to the qualifications of the applicants. AAPCHO is an equal opportunity employer.