



Job Title: Grant Writer
Department: Operations
Reports to: Chief Operations Officer

Status: Full-Time/Exempt
Schedule: 35 Hours/Week
Monday-Friday, 9:00am-5:00pm

Job Summary

The Grant Writer plays a critical role in CHCF's fundraising efforts by researching, writing, and coordinating grant proposals to secure funding from foundations, corporations, and government entities. This individual is responsible for developing high-quality proposals and reports, maintaining accurate records, and collaborating across departments to align proposals with CHCF's strategic goals and programmatic priorities.

Key Responsibilities

- Research and identify new private, corporate, and government grant opportunities that align with CHCF's mission, programs, and initiatives.
- Write compelling, tailored letters of inquiry, grant proposals, and progress reports for foundation, corporate, and government funders.
- Maintain a detailed calendar of all grant deadlines, submissions, reporting requirements, and renewal opportunities.
- Review application guidelines, funder websites, and RFPs to evaluate alignment with CHCF programs and eligibility requirements.
- Collaborate with program, development, finance, and executive leadership teams to gather necessary content, outcomes, budgets, and data.
- Maintain knowledge of CHCF programs, funding priorities, outcomes, and impact to effectively communicate them in proposals.
- Track submissions, awards, and reporting deadlines using appropriate databases or other systems (e.g., Excel, Salesforce).
- Assist with special projects, including speechwriting, presentation preparation, and fundraising campaign support.
- Respond to inquiries from funders and external stakeholders as needed.
- Support fundraising and development strategies as part of a collaborative team effort, including participation in events and donor outreach.
- Prepare and deliver regular updates and reports to CHCF's Chief Operations Officer and senior leadership on the grants pipeline and performance.
- Performs other duties integral to the effective operation of the department, as assigned by the Chief Operations Officer.





Qualifications

- Bachelor's degree in English, Public Administration, Social Work, Human Services, Nonprofit Management, or related field.
- Minimum of 3 years of professional experience in grant writing, nonprofit fundraising, or grants administration.
- Proven success in writing funded grant proposals and working knowledge of private and government funding processes.
- Excellent written and verbal communication skills; ability to craft compelling narratives supported by data and outcomes.
- Proficiency in MS Office (Word, Excel, PowerPoint); familiarity with fundraising databases (e.g., Salesforce, Foundation Directory Online) is preferred.
- Ability to manage multiple priorities under tight deadlines with attention to detail.
- Strong interpersonal skills and ability to work collaboratively across teams.
- Working knowledge of New York City's nonprofit landscape.
- Bilingual in English/Spanish is a plus, but not required.

Salary: \$80-89k

CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.



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