



**Job Description – Grant Specialist**  
**Part-Time, 25 hours/week**  
*Salary commensurate with experience;*

**About Care 2 Communities**

Care 2 Communities (C2C) saves lives by bringing sustainable primary health care to communities in the developing world. We envision a world where families no longer suffer from poor health due to lack of access to health care services.

C2C is a five-year-old nonprofit that combines four established solutions to address the complex problem of bringing quality, sustainable health care to the poor:

- 1) Proven primary care: C2C provides access to evidence-based primary health care to prevent and treat the most common causes of death.
- 2) Community partnership: C2C works closely with communities, incorporating local insights and engaging community leaders, to ensure services meet their needs.
- 3) Financially-sustainable enterprise: C2C offers services in high demand at prices that are lower than those at distant facilities. Charitable donations fund start-up costs; clinic revenue covers annual operating expenses within three years and sustains them moving forward.
- 4) Flexible infrastructure: C2C converts shipping containers into modular, durable clinics for use in areas where construction is an obstacle;

**About This Position**

The successful candidate for this position will primarily focus on tasks related to researching, applying for, and securing private foundation and/or corporate grants. This candidate must have excellent writing and other communication skills. This position reports to the Director of Development, is an active part of the Development Team, and requires no travel.

**DUTIES AND RESPONSIBILITIES:**

- Develop grant proposals with the Director of Development and Board members.
- Review drafts of proposals, including project narratives, budget, and other supporting documentation, in a timely manner to meet grant application deadlines.
- As needed, serve as a liaison to granting organizations on behalf of C2C.
- Maintain database of grants submitted and received, and report out monthly to the team and Board of Directors.
- Submit letters of inquiry, proposals, reports, and other correspondence to granting agencies.
- Performs other duties as assigned, including occasional special events or other departmental support.

**QUALIFICATION STANDARDS:**

- Be excited about working for a relatively new organization – a small, but mighty, team setting out to prove that sustainable health care is possible in the developing world
- Be detail oriented with very strong organization skills
- Have ability to multi-task and problem solve

- Be comfortable taking appropriate initiative
- Bachelor's degree or equivalent required; training or experience in a nonprofit setting preferred
- One to five years of experience writing and securing grants required
- Ability to effectively coordinate multiple projects at the same time
- Ability to effectively interact with a wide variety of people in a manner that positively portrays C2C and its programs
- Ability to effectively communicate in English, both orally and in writing

To Apply:

Submit **resume, cover letter with salary requirements, and at least one writing sample (preferably a grant application)** to [dawn@care2communities.org](mailto:dawn@care2communities.org). **No phone calls, please.**