

Position Title	<i>Grant Writer</i>
Reports to	<i>Executive Director</i>
Hours	<i>Part-Time</i>
Location	<i>Remote (Approximately 10-15 hours per week)</i>

About AMHP

[American Muslim Health Professionals](#) (AMHP)'s mission is to strengthen the impact of Muslim health professionals to improve the health and wellness of all Americans. AMHP brings together a community of activists, health advocates, clinicians and other health professionals committed to public health, civic engagement and social justice. Since the organization's founding in 2004, AMHP members have been at the forefront of public health and policy issues. AMHP's three core areas of focus are professional development, mental health and advocacy for underserved communities.

Position Description

AMHP seeks a Grant Writer to raise the essential funding that helps fulfill our mission. The Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate AMHP's mission and programs to potential funders. Reporting to the Board of Directors, 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 submissions and other deadlines.

Duties & Responsibilities

- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
- Establishing and maintaining personal contact and relationships with foundation contacts and program officers;
- Ensuring prompt acknowledgement of foundation gifts
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conducting prospect research;
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
- Providing writing support for major donor and individual contribution letters and acknowledgements

Qualifications

- Must be able to craft funding proposals in a clear and compelling manner.



- Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail-oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information.
- A high level of computer literacy required, including familiarity with the Foundation Center database. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form.
- A solid understanding of budgets as they relate to proposals and grants
- A Bachelor's degree and 3-5 years of relevant experience are required.

Salary

This is a part-time paid position with flexible hours (approximately 5-10 hours per week)

How to Apply:

Please submit your application through [this form](#). For more information, visit amhp.us/join-our-team

Due to the high volume of applications received, only candidates who meet qualifications and selected by the Search Committee will be contacted for an interview.