Grant Writer

Background:

The Floating Hospital is seeking a persuasive and analytical grant writer to join our management team and build our portfolio of private and public grants. Founded in 1866, The Floating Hospital (TFH) is one of the last remaining charity hospitals in New York City. We provide exceptional and compassionate healthcare to 16,000 children, adolescents, adults and seniors every year through primary medical, dental, mental health and health education services. TFH is a Federally Qualified Health Center and the largest provider to homeless families living in family shelters and domestic violence safe houses throughout all five boroughs. TFH also serves the Queensbridge, Ravenswood and Astoria public housing projects and the medically underserved community of Long Island City.

Duties and Responsibilities:

- Help identify, define and develop funding sources to support existing and planned program activities;
- Develop, write, coordinate and submit timely grant proposals, reports and all required documentation;
- Maintain and initiate relationships with existing supporters and prospects through phone calls, site visits, email, meetings, etc.
- Develop a high level of understanding of TFH’s programs, services and constituency, with an ability to effectively communicate in written and spoken word.
- Stay informed of current issues in health care and homeless populations in relation to the New York Metro Area and TFH’s mission and services.
- Assist with the development of The Floating Hospital Foundation’s Board.

Qualifications:

- Meticulous grammar and spelling skills a must.
- A BA in English, Journalism or nonprofit management is preferred.
- Excellent research, presentation, organizational, interpersonal, and networking skills.
- Comfortable working independently and as part of a team to complete assignments.

How to Apply:

- A writing sample is required.
- Please email resume and cover letter stating position and salary requirements and one writing sample to: plarocco@thefloatinghospital.org

We offer a competitive salary and benefits. EOE.
Visit: www.thefloatinghospital.org