

# POSITION OPENING

Date: July 8, 2010  
Job Title: Grants Writer / Analyst  
Reports To: Ginger Ryan (CEO)  
Job Location: Douglas Administration Office

## Description:

CCHCI is looking for a dynamic, creative grant writer with non-profit business development experience. The individual selected will identify, define and develop funding sources to support existing and planned program activities as well as coordinate the development, writing and submission of grant proposals. The position is also responsible for collecting, analyzing and reporting data on the performance of program activities.

The successful candidate will have a Bachelor's Degree or have worked in a related discipline with a minimum of three years related experience and have a proven track record in grant writing and program development as well as excellent written and verbal communication skills, proficiency in research, interpreting and analyzing diverse data and possess the ability to work collaboratively to achieve stated goals.

## Qualification and Requirements

- Bachelors Degree or 3 years minimum experience in a related discipline with a proven track record in grant writing and program development.
- Excellent written and verbal skills, proficiency in research, interpreting and analyzing diverse data
- Possess the ability to work collaboratively to achieve stated goals

**If you are interested in this position, please complete the internal application/ letter of interest and return to Julia King in HR by Tuesday July 30, 2010.**