



**Alliance for Aging, Inc.  
Area Agency on Aging for Dade and Monroe Counties**

**Position Description**

**Title:** Grant Writer/ Planner

**Unit:** Planning and Population Health

**FLSA Status:** Exempt

**Salary Grade:**

**Revised:** December 2017

**Position Overview**

The Grant Writer/ Planner identifies funding opportunities and writes winning proposals in support of our programs, across a wide range of institutional donors (foundations, corporations, government). The incumbent will be an outstanding proposal writer with experience working under pressure to create a concise, persuasive narrative that responds to the donor's needs. S/he will provide technical and budget expertise to the proposal development process to ensure the highest quality standards, responsiveness and competitiveness. S/he will contribute to and support internal learning processes that improve the Alliance's grants management performance, enhance the Alliance's value propositions, and leverage innovative, evidence-based results into new revenue and programming. The incumbent also supports Planning functions by conducting research, identifying the health needs of elders, analyzing and evaluating programs and policies, implementing community health planning and assessment initiatives, compiling information, statistics, analysis and recommendations on health issues affecting elders in Dade and Monroe Counties.

**Primary Accountabilities**

**I. Contributes to program development by identifying opportunities and writing proposals for funding for population health initiatives.**

- Identifies potential opportunities for population health impact on issues affecting elders in Miami-Dade and Monroe counties. Develops additional funding resources for both current and proposed services, programs and administrative operations.
- Develops grant applications and related documents (e.g. LOIs, required reports, budgets, specific inquiries, etc.) resulting in highly effective grant applications.
- Serves as a primary writer on proposals, contributing both technical and non-technical content and integrating inputs from staff and partners into a responsive, coherent proposal with a compelling vision and clear win themes.
- Updates tools, templates and guidance to improve the proposal writing process in an effective and efficient manner.
- Coordinates proposal development processes to ensure timely submission of high quality proposals that are responsive to donor requirements, applicable regulations, and the Alliance's technical and cost standards.

- Supports proposal budget processes and propose recommendations to develop competitive proposals.
- Support the handover from winning proposal to the implementation team to ensure successful program launch.
- Supports senior management to cultivate and strengthen relationships with institutional donors, partner organizations and other stakeholders.

**II. Supports the Alliance's community needs assessment and program planning processes in order to develop area plans and new programs.**

- Supports an ongoing system of data collection and data analysis.
  - Collects, reviews and maintains data and other relevant planning information, census data, studies, and assessments regarding elders.
- Conducts comprehensive reviews of issues related to community health assessment and planning, and develops/maintains resources related to new and emerging issues.
- Performs data analyses and creates reports and visual presentations of findings.
- Conducts research projects, compiles and documents data and information, and develops recommendations and reports related to certain issues.
- Facilitates the implementation of the Alliance's community health assessment and planning initiatives that flow from the Area Plan and other organizational strategic plans.
- Compiles data and prepares reports on Annual Client Satisfaction Survey, Outreach Reporting Summary, monthly Dashboard, etc.
- Serves on committees involved community health assessment and planning.

**III. Performs other duties and responsibilities as assigned by the Director of Planning and Population Health.**

#### **Education, Skill Requirements and Essential Functions**

- Master's degree (preferred) in Planning, Public Administration, Public Health, or related field.
- Two years of experience in planning, research, and/or evaluation of public health/social programs.
- Minimum of two years' demonstrated experience writing successful proposals (writing samples required).
- Knowledge of health and human services systems essential.
- Excellent problem-solving, analytical and interpersonal skills.
- Strong initiative and follow-through on responsibilities.
- Exceptional conceptual, analytical, writing and editing skills, including the ability to synthesize large amounts of information into concise narratives.
- Strong proposal management skills, including the ability to prioritize tasks, time management, adherence to tight deadlines, orientation to detail, and the ability to handle multiple activities.
- Strong MS Word, Excel, PowerPoint, and other computer skills.
- Excellent written and oral communications skills and fluency in English.