

Position Title: Grants Associate
Immediate Supervisor: Director of Development
Classification: 25-30 hours/week
Location: Hybrid (Northbrook, IL) or Remote

About the Cancer Wellness Center:

Offering services free of charge to anyone impacted by cancer has been the hallmark of the Cancer Wellness Center since 1989. The Center offers decades of experience providing the Chicagoland community with the tools and support it needs to address both the physical and emotional distress components associated with a cancer diagnosis. This effort is realized through evidence-based programs and services designed to educate participants, develop their coping strategies, and strengthen their support network. Participants include cancer patients and survivors, family members of a loved one with cancer, and individuals who have experienced the death of a loved one to cancer. Support services are available in English and Spanish free of charge to all participants.

The Opportunity:

The grants associate is a member of the development team and is a liaison between the Cancer Wellness Center and its' key stakeholders. The grants associate is responsible for researching, preparing, submitting, and managing grant proposals and reports that support the organizational goals and funder guidelines and criteria. This person serves as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on outcome measurement.

Principal Responsibilities:

- Lead grant proposal development and submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications
- Research new funding and development opportunities within the healthcare community and beyond
- Draft proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the Executive Director
- Submit grant applications via paper or online portals
- Maintain master calendar of grants, reporting schedules, prospects, and all associated files
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Track progress toward organizational and programmatic outcomes and goals
- Draft compelling progress reports and targeted program updates to funders that fully capture programmatic success

Experience and Education:

- Bachelor's degree or 3 years of equivalent work experience
- Prior grant writing experience and working in a non-profit setting a plus
- Strong writing skills, superior editing skills, including ability to convey complex information in a clear manner to a diverse audience
- Strong administrative skills, written communication, and interpersonal skills
- Motivated self-starter, ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Ability to work under pressure and meet deadlines without compromising quality of work
- Comprehensive knowledge of Microsoft Office Suite and high comfort level with other technology platforms

Benefits:

- Paid time off
- Eligible for 401k Match, when offered at discretion of the organization

How to Apply:

To apply, email a resume, cover letter, writing sample, and two professional references to: Michelle Maer, Director of Development at Mmaer@cancerwellness.org.

Salary: \$35/ hour

The Cancer Wellness Center is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age, or disability.