

## GRANT WRITER

Gaylord Specialty Healthcare is a 137-bed non-profit specialty hospital, also known as a long-term acute care hospital, specializing in medical management and rehabilitation for patients who have experienced an acute illness or a traumatic accident. Our average length of stay is at least 25 days. We are staffed and equipped to handle the needs of the acutely ill or chronically disabled patients who require a hospital level of care. Gaylord is able to treat individuals who need care and rehabilitation for illness or injury related to the brain and nervous system, spine, bones and joints, and lungs and other conditions. We offer both inpatient and outpatient rehabilitation and we can meet our patients' needs through every stage of recovery.

We currently have a career opportunity available for a Grant Writer. This full-time position (40 hours) reports to the Vice President and oversees the preparation of foundation and corporate grant proposals and grant progress (stewardship) reports and assists in the coordination of the institutional fund raising program aimed at enhancing financial support from private foundation and corporate funding sources.

- **Prospect Identification:** Develops and executes a strategic approach to identifying foundation and corporate prospects and RFP based funding opportunities on an ongoing basis. Manages the flow of prospect information to the Vice President and other development officers.
- **Grant Writing:** Works with development and hospital staff to understand hospital and programmatic needs and help articulate the case for support. Takes the lead in writing proposals for specific program and equipment funding requests from private foundation and corporate donors/prospects.
- **Stewardship Support:** Assists with drafting acknowledgment letters and prepares required grant progress report documents. Writes grant award press releases on a case by case basis

### Qualifications:

Bachelor's degree; proven grant writing record with at least two years of paid experience in grant or project related writing; knowledge of concepts, principles, techniques and practices of grant development and grant writing, grant acquisition techniques, principles of budget development, capabilities and applications of computer technologies and systems of grant development and word processing; and ability to: synthesize ideas and implementation plans and present them in clear concise prose, communicate effectively both orally and in writing, listen attentively and actively, meet internal and external deadlines, organize and present supporting documentation in the manner prescribed by funding sources, read, interpret, and summarize requests for proposals, and reports, establish and maintain effective relationships with clinicians and staff

### Work Schedule

Monday-Friday – Full-time

### Working at Gaylord

With a diverse workforce of approximately 850 employees, Gaylord Specialty Healthcare is one of the largest employers in Wallingford and important contributor to the local and regional economy. As a Gaylord employee, you will enjoy:

- A wide range of career and employment opportunities including career ladders in Nursing and Therapy Services and competitive salaries.
- Comprehensive benefits package
- Dedication to work-life balance with programs to promote a healthy workplace and lifestyle.
- Warm, friendly atmosphere where you develop close bonds with your peers and have easy access to all levels of administration. This includes transparent, open communication in the form of quarterly Town Hall meetings with the CEO.
- Opportunities to participate in a variety of employee engagement committees.
- A robust employee rewards & recognition program including quarterly and annual Employee of the Year celebrations.
- A safe and secure scenic country campus adjacently located to a private golf club with free and ample parking.

For more information and to apply on-line, please visit our website at [www.gaylord.org](http://www.gaylord.org), search #2017-0111.

***We are an Equal Opportunity Employer***