

**Job Description: Grant Writer**  
**October 2020**

**Position Location:** Washington, DC

**Reports to:** Vice President of Advancement

**Member of:** LifeNet Fundraising and Communications Team

LifeNet International has improved over 11 million patient visits to date in Burundi, DRC, Uganda, and Malawi. With a proven model and lifesaving impact, we are pursuing aggressive growth goals in order to improve health outcomes for a greater number of people in sub-Saharan Africa. This vision includes growing LifeNet's revenue from a projected \$4M in 2020 to \$10M in 2023, which will allow our program teams to facilitate the improvement of 10 million patient visits, across 10 countries, in 2023. The grant writer will support LifeNet's fundraising and communications efforts in order to achieve the organization's growth goals.

The ideal candidate is a great writer, passionate about serving some of the most vulnerable people in the world with their writing skills. We are looking for someone with talent, self-motivation, and the desire to work hard to advance a great mission. The work environment is fast-paced, the team is supportive, and the opportunities are exciting. The grant writer will be a part of unprecedented growth at the organization with opportunity for personal growth and involvement in the organization's development. This work will directly enable LifeNet's support of 240+ health facilities in Malawi, Uganda, Burundi, and DRC and will support program growth within each of these countries and into 6 new countries of operation. Success in this role will support the organization's attainment of its aggressive vision and desire to ensure lifesaving healthcare for many of the world's most underserved patients. The grant writer will report directly to the Vice President of Advancement, work closely with the Communications Officer, and will collaborate with other LifeNet team members as needed.

**Grant Writer Responsibilities:**

- Read, ask questions, and learn a lot about LifeNet and the healthcare landscape in order to synthesize powerful ways to tell the LifeNet story to various audiences. The focus of this position's writing is fundraising so we are looking for someone who will write in a way that compels others to support our work.
- We are always looking for new funding partners and we'll ask you to join in that effort. This typically takes some research skills as you use databases and the web to look for new organizations and people who may want to fund LifeNet. You'll also dig into what they care about and make sure we are aligned before writing compelling pitches of various kinds to those new audiences. We're looking for someone who can relate well to individuals, corporations, foundations, and maybe even governments.
- You're a writer so that's what you'll be focusing on. Writing for fundraising purposes mostly (concept papers, funding and grant reports, alignment papers, letters of inquiry, etc.) but we have a small team so everyone gets to do a lot of different things. You'll be working on the fundraising and communications team so there will be other copy to write, editing to be done, and much more.

- There might even be opportunity to work with other organizations as we seek joint-funding. This could mean networking, writing with other organizations, editing group-written-copy, and more! There are a lot of possibilities with a lot of growth happening at LifeNet.
- We value being a good partner to those that fund us. So, reporting back to donors and donor organizations is important to us. We aim to be on time, meaningful, and compelling with our reports, which you will write. You'll be a big part of this process by helping to make sure our teams meet deliverables and deadlines. You'll also have the opportunity to work with our program, monitoring and evaluation, finance, and communications teammates to make sure we do a great job reporting.
- We'll ask you to stay organized, especially within our team files, calendars, and databases. We are working for the sustainability of LifeNet and good organization is part of that.
- Other fundraising and communications activities as assigned. There is a lot to learn, a lot to do, and a lot of room for growth.

### **Grant Writer Requirements:**

- Minimum of a bachelor's degree
- Excellent writing, editing, research, organization, and project management skills.
- Self-driven nature with the ability to learn quickly and work in collaboration with team members in various geographies and cultural contexts.
- Ability to manage projects with multiple competing deadlines and accomplish deliverables on time.
- Ability to maintain confidentiality and demonstrate honesty and discretion.
- Alongside the ability to powerfully and personally engage an audience through writing, demonstrate the ability to write technically and synthesize logic models, M&E data, and qualitative information into writing pieces.
- Alignment with LifeNet's Christian identity and mission philosophy and sensitivity to LifeNet partners' religious beliefs and contexts.

### **To Apply:**

Your application must consist of a cover letter, your curriculum vitae/résumé, at least two writing samples, and contact information for two references. Please submit all applications via email to [recruiting@LNinternational.org](mailto:recruiting@LNinternational.org) with the subject: "Grant Writer."

\*LifeNet is both an equal opportunity employer and a faith-based religious organization. In this regard, LifeNet conducts hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual.

\*\*Pursuant to the Civil Rights Act of 1964 Section 702 (42 U.S.C. 2000e 1(a), LifeNet has the right to and does hire only candidates who agree with LifeNet's Statement of Faith.