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Job details

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Job Title	Grant Development Specialist
Pay Grade	S28
Minimum:	25.10
Midpoint:	31.40
Maximum:	37.65
Facility	Aurora Health Care-505
Address	945 N 12th St
City	Milwaukee
State	WI
County	Milwaukee
Zip Code	53233-1305
# Hours Per Pay Period (Bi- weekly)	80
Schedule	Mon - Fri 7:30 - 4:30
Req # (optional)	75662BR
Explore a Career In	Research Administration
Job Description	<ul style="list-style-type: none"> Identifies, researches, investigates, and defines grant funding opportunities for non-clinical programs/projects using research tools, vendor negotiation, mailings, and communications with internal staff. Collaborates with leadership and staff to understand program/project concepts and objectives and ensures the project is suitable for external funding. Defines roles and rules of engagement, negotiates financial relationships and helps define grant implementation responsibilities between all parties involved in grant development opportunities. Aligns funding opportunities with Aurora's program/project priorities and mission and values.

Evaluates the potential return on investment prior to applying for specific grants, and determines appropriateness of grant opportunities.

- Plans and prepares grant proposals and grant applications for identified specific funding sources. Creates proposal materials including narratives, letters of support, and required documentation. Ensures descriptions and narratives support how the grant will assist Aurora in accomplishing objectives, and provides applicable statistics, commentary, accounts from reputable sources, and incidents.

- Displays that Aurora is a good match for the grant being offered, provides information on Aurora's successes and history, and Aurora's strategy for using the grant if it is awarded.

- Defines roles and rules of engagement, negotiates financial relationships and helps define grant implementation responsibilities between all parties involved in grant development opportunities. Ensures the funding source's guidelines, terms, and conditions can be met.

- In conjunction with grant development leadership, completes program audit and gap analysis to determine readiness for major grant development activities and develops and implements plans to enhance the infrastructure for grant readiness.

- Reviews and analyzes proposals for consistency in program description, objectives, evaluation plan, budget and fit with grantor guidelines. Edits draft applications for accuracy, completeness and clarity in accordance with grant requirements.

- Facilitates the transition of funded grant applications into active program development, operation or implementation.

- Serves as a resource by providing information, research, analysis, written reports and recommendations as needed. Collects, analyzes, and reports data on the performance of program activities that are funded by grants.

**General
Qualifications**

- Knowledge of journalism, public administration, communications, and general business practices requirements equivalent to that which would be acquired by completing a regionally accredited

bachelor's degree program.

- Knowledge, skills and abilities required to perform this job are typically acquired through a minimum of five years progressively responsible experience in grant development that includes experiences in identifying grant funding opportunities and successfully writing grants.
- Skills and experience in planning, designing, evaluating, and writing grant proposals that are organized, thoughtful, and persuasive.
- Demonstrated experience in obtaining funding for complex initiatives.
- Skills and experience in conducting literature research and synthesize findings.
- Excellent written and verbal communication skills and the ability to communicate effectively with all levels of employees, which is necessary to collaborate with staff/management/executives and other organizations.
- Knowledge of funding requirements, laws and regulations for non-profit organizations.
- Knowledge and understanding of the basic fundraising techniques and strategies.
- Proficiency in the Microsoft Office (Word, Excel, PowerPoint). Experience with specialized fundraising and/or grant development software and in writing persuasive communications.

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We maintain a smoke-free environment at all our locations.

We are an equal opportunity employer and maintain an environment that attracts, recruits, engages and retains a diverse workforce.