



JOB DESCRIPTION

Grants & Program Development AmeriCorps VISTA

Posted March 2022

POSITION

Research, write, report on and coordinate grants; learn non-profit best practices at our award-winning free clinic serving low-income adults; develop programs to build healthcare access & student training. Become a *Grants & Program Development AmeriCorps VISTA* at Rhode Island Free Clinic for a year of national service in “the Domestic Peace Corps.” Gain transferable skills in grant research, writing, reporting, donor relations, and non-profit program development and management. *Position starts in June 2022.*

Rhode Island Free Clinic (<http://www.rifreeclinic.org>) is nationally recognized for its volunteer/community partner model. In 2021 the Clinic mobilized an active corps of over 550 medical volunteers, support professionals, and community partners to provide uninsured, low-income RI adults with a medical home and vital care during the pandemic. We believe in strengthening our community by giving people resources and education to help themselves. The Clinic also serves as a training site for aspiring healthcare professionals. Services and training are provided at our Clinic in Providence at its state-of-the-art, 8,000 square foot facility.

The Clinic raises 100% of its \$1.5 million annual budget, and with that leverages over \$7.5 million in additional health resources to provide medical, dental, behavioral health care and wellness programs to improve the health of vulnerable RI adults. Through the Clinic’s comprehensive range of free health services, patients’ health is stabilized and improved, and they are empowered through increased health literacy, follow-up visits, and referrals to self-manage chronic conditions and better maintain their own wellness.

The Clinic seeks an excellent writer and thinker with demonstrated initiative and clear organizational, communications and analytical skills to increase philanthropic support for the Clinic’s comprehensive health services for low-income, uninsured adults. An integral part of the Clinic’s Team of staff and AmeriCorps VISTAs, this person is responsible for strengthening the Clinic’s grant management capacity, contributing to developing strategies and procedures, problem-solving and adopting best practices. This position offers a unique opportunity to thrive in the Clinic’s highly professional, personable, and dynamic volunteer model, while gaining skills in grant writing and management, program development, and non-profit management.

RESPONSIBILITIES

- Work with the Clinic’s senior leadership and AmeriCorps VISTA Team to build the capacity of the Clinic’s grants program
- Become proficient in grant writing, donor relations, and program development
- Research, write, submit and report on local and national corporate and foundation grants
- Enhance and manage active portfolio of 40+ grants, contract information, and support documents for local and national funders
- Develop and maintain year-round calendar of grant submissions, reports, and cultivation activities
- Research and build relationships with new grant funders, including emerging Clinic initiatives for more sustainable volunteer pipelines and strengthening the Clinic’s medical home model
- Support emerging initiatives including COVID Response, telehealth, dental, behavioral health, student training and workforce development, through program development (idea cultivation, implementation, and evaluation)
- Advance the Clinic’s volunteer model by enlisting volunteers to assist with projects
- Perform communications, public relations, and administrative duties to support Clinic priorities

QUALIFICATIONS & EXPERIENCE

- Excellent writing, analytical, and research skills
- Self-motivated, detail oriented, and highly organized with strong ability to prioritize and meet deadlines
- Desire to learn grant writing, program development and evaluation, and/or nonprofit management
- Demonstrated ability to research, write and edit; and cultivate and manage new relationships
- Commitment to the Clinic’s mission, volunteer model, and service to the uninsured
- Flexible, creative, and capable problem solver with entrepreneurial, can-do spirit
- Resilience, and determination to work together with a strong Team
- Ability to motivate, manage, and acknowledge the work of others

TO APPLY Applications **must** be submitted through the AmeriCorps VISTA site below, Clinic does not accept applications directly.

GO TO <https://www.nationalservice.gov/programs/ameriCorps/ameriCorps-programs/ameriCorps-vista/join-ameriCorps-vista>

Please review AmeriCorps VISTA information on this site. Then go to <https://my.americorps.gov/mp/login.do> and click “Search Listings.” For the search, select the “Rhode Island” and “AmeriCorps VISTA” options. Scroll until you find this position, click on it, and “Apply Now”. Submit your application including 2 references.