



655 Broad Street  
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[www.rifreeclinic.org](http://www.rifreeclinic.org)

## **Rhode Island Free Clinic Grants & Program Development AmeriCorps VISTA**

The Rhode Island Free Clinic ([www.rifreeclinic.org](http://www.rifreeclinic.org)) is nationally recognized for its volunteer/community partner model. In 2024 the Clinic mobilized an active statewide corps of over 450 medical volunteers, support professionals, and community partners throughout RI to provide over 6,400 patient visits and serve as a medical home to uninsured, low-income RI adults. 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 the Clinic's state-of-the-art, 8,000 square foot facility in Providence, and around RI at sites of collaborating partners.

The Clinic seeks a highly motivated Grants and Program Development VISTA to expand funding opportunities in support of the Clinic's comprehensive health services for low-income, uninsured adults. The Rhode Island Free Clinic Grants and Program Development VISTA will build off of the work of the previous VISTA in this role to identify and pursue sustainable grant and fundraising opportunities—local, state, federal, national, and private—that align with the Clinic's mission and programming needs. This VISTA will also collaborate closely with the Clinic's Data VISTA and Communications & Fundraising VISTA to ensure grant applications are supported by strong data and aligned with broader development strategies, including opportunities for event sponsorship and community partnerships.

This position offers a unique opportunity to thrive in the Clinic's highly professional, personable, and dynamic volunteer model, while making a lasting impact on the health and well-being of Rhode Island's most vulnerable residents.

### **DUTIES**

- Research and identify new funding opportunities, including state, federal, national, and private grants.
- Support the writing and development of grant proposals that align with organizational priorities and community needs.
- Collaborate with the RIFC Data AmeriCorps VISTA to determine data needs for grant success, track metrics, and measure outcomes for reporting.
- Partner with the Communications & Fundraising AmeriCorps VISTA to identify opportunities for event sponsorship and grants that align with current campaigns and outreach strategies.
- Develop a centralized system or toolkit for ongoing grant tracking, reporting requirements, and proposal templates to ensure sustainability beyond the service term.
- Contribute to program development by identifying funding aligned with new or growing programmatic areas.
- Attend community meetings and relevant trainings to stay current on trends in philanthropy, grantmaking, and nonprofit sustainability.

### **QUALIFICATIONS & EXPERIENCE**

- Commitment to the Clinic's mission, volunteer model, and service to the uninsured
- Attention to detail, with excellent written and oral communication skills
- Strong research and organizational skills.
- Self-starter with strong attention to detail and time management.



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- Experience with grant writing a plus, interest in nonprofit development, fundraising, and grant writing a requirement.
- Creative thinker, enthusiastic people person & **team player** with the ability to work independently as well as part of the larger team
- Ability to thrive and prioritize in a fast-paced environment

#### **BENEFITS:**

- Modest living stipend
- Access to Healthcare through AmeriCorps VISTA national program
- Childcare (if eligible)
- Professional development and training
- [Non-Competitive Eligibility](#)
- End of Service Award (members can chose between a Segal Education Award (valued at approximately \$7,395) to pay for a range of education expenses or a \$1,800 cash stipend)
- Relocation Allowance (if moving over 50+miles)
- Student Loan Forbearance for Qualified student loans

#### **TO APPLY:**

- Email **Amy Albert**, Rhode Island Free Clinic Workforce Development Director at [aalbert@rifreeclinic.org](mailto:aalbert@rifreeclinic.org) with a **resume** and **cover letter**.

The Rhode Island Free Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to actual or perceived race, color, creed, religion, political affiliation, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), sex, sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”).

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.