



655 Broad Street
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www.rifreeclinic.org

Rhode Island Free Clinic Grants & Fundraising AmeriCorps VISTA

The Rhode Island Free Clinic (www.rifreeclinic.org) is nationally recognized for its volunteer/community partner model. In 2025 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 Rhode Island Free Clinic seeks a highly motivated Grants & Fundraising AmeriCorps VISTA to expand and strengthen sustainable funding opportunities in support of the Clinic's comprehensive health services for low-income, uninsured adults. This position will focus specifically on identifying new grant opportunities, supporting the development of strong grant proposals, and assisting with individual fundraising efforts, including in-person and virtual events.

Building on the work of previous VISTA members, the Grants & Fundraising VISTA will help the Clinic research and pursue new local, state, federal, national, corporate, foundation, and private funding opportunities that align with the Clinic's mission and program needs. This VISTA will support grant writing, proposal development, funder research, and the creation of reusable materials that strengthen the Clinic's ability to secure funding beyond the service term. In addition to grant-related work, this position will support individual fundraising efforts by assisting with donor engagement, fundraising campaigns, and planning for both in-person and virtual events. This may include supporting event sponsorship outreach, helping organize event materials and timelines, drafting donor communications, and identifying opportunities to connect individuals and community partners more closely to the Clinic's mission.

This position offers a unique opportunity to contribute to the Clinic's highly professional, personable, and dynamic volunteer model while building long-term fundraising capacity to support the health and well-being of Rhode Island's most vulnerable residents.

DUTIES

- Research and identify new funding opportunities, including local, state, federal, national, corporate, foundation, and private grants.
- Support the writing and development of grant proposals that align with organizational priorities, program needs, and community health outcomes.
- Assist with gathering and organizing information needed for grant applications, including program descriptions, organizational background, budgets, outcomes, and supporting materials.
- Help develop reusable grant language, templates, attachments, and proposal materials to strengthen future grant submissions.
- Maintain and strengthen a centralized grant tracking system, including prospective funders, deadlines, application requirements, reporting requirements, and submission status.
- Support individual fundraising efforts, including donor engagement, fundraising campaigns, and outreach to current and prospective supporters.
- Assist with planning and implementation of in-person and virtual fundraising events, including event timelines, sponsor outreach, event materials, guest communications, and follow-up.
- Identify opportunities for event sponsorships and community partnerships that support the Clinic's fundraising goals.



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- Draft and organize fundraising materials, including donor communications, sponsorship language, campaign materials, and event-related messaging.
- Collaborate with Clinic staff and other VISTA members to ensure grant and fundraising efforts are coordinated, mission-aligned, and sustainable.
- Attend relevant community meetings, webinars, and trainings to stay current on trends in philanthropy, grantmaking, fundraising, and nonprofit sustainability.

QUALIFICATIONS & EXPERIENCE

- Commitment to the Clinic's mission, volunteer model, and service to low-income, uninsured adults.
- Strong interest in grant writing, nonprofit fundraising, individual giving, and community health.
- Excellent written and oral communication skills.
- Strong research, organizational, and time management skills.
- Strong attention to detail and ability to manage multiple priorities and deadlines.
- Ability to write clearly and in alignment with organizational voice and priorities.
- Ability to work independently while also contributing as part of a collaborative team.
- Creative thinker who is comfortable identifying new opportunities and helping build sustainable systems.
- Enthusiastic, personable, and mission-driven team player.
- Ability to thrive in a fast-paced, professional, and community-centered environment.
- Prior experience with grant writing, fundraising, donor engagement, event planning, nonprofit work, or community engagement is a plus, but not required.

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 choose 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 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.