



Cummings Graduate Institute for Behavioral Health Studies
16515 S. 40th Street, Suite 143, Phoenix, AZ 85048
Office - (480)-285-1761 Fax - (480)-999-5641
www.cgi.edu

Contract: Grant Writer (part-time)

Human Resources Contact:

Amanda Harrison
Chief Operating Officer
aharrison@cgi.edu

How to Apply:

1. Deadline to Apply: January 15th, 2021
 - a. Applications will be reviewed until the vacancy is filled.
2. Email Amanda Harrison (contact information above) the following documents:
 - a. Cover letter with description of why you are seeking this position
 - b. Current resume or CV
 - c. List of grants applied for and amount in obtaining
 - d. Include preferred start date

About the Institute:

The Cummings Graduate Institute for Behavioral Health Studies is an accredited educational institute that offers graduate and professional behavioral health education through a virtual online campus. The institute delivers graduate and post-graduate training to mental health and allied health professionals.

Organizational Structure and Culture:

Cummings Graduate Institute for Behavioral Health Studies is a human centered organization delivering accessible, high-quality, online education to shape tomorrow's healthcare leaders. We have characteristics of both a flat and holacratic organization, as our team members see what needs to be done and do it, fulfilling duties and responsibilities as articulated by the institute and our students. All team members have the opportunity to work in function teams, share input and recommendations on a daily basis, and do what they do best. Information is openly accessible and issues are processed within the organization during special and ongoing meetings.

Contract Summary:

- Research available grants applicable to Cummings Graduate Institute. Writes and supports the application process of various grants for Cummings Graduate Institute. An initial report of available grants will be expected to start. After the initial research, the Grant Writer and CGI's leadership team will develop metrics and quarterly goals for increased revenue at CGI. In addition, monitors healthcare grant landscape and applies for appropriate funding to support student scholarship, academic and research pursuits, and academic administration including student services and faculty development.
- Pursues philanthropic foundations aimed at supporting graduate students in healthcare including (but not limited to) students from underrepresented groups, rural communities, Tribal communities, international students, and military or veteran students
- Collaborates with CGI staff in other departments as needed related to strategic goals for marketing development and partnerships strategies, implementation of workforce development strategies, and reporting to donors and partners



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Additional Responsibilities:

- Proficiency in use of all MS Office and Google Drive products, cloud applications and storage, use of email and internet
- Experience in using Student Information System and Learning Management System
- This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Chief Executive Officer and/or Chief Operating Officer.

Minimum Requirements:

- Bachelor's degree required. Master's degree preferred.
- Direct experience in any of the following areas: philanthropy, healthcare industry administration and education, healthcare financing, corporate giving, charitable foundations
- Demonstrated experience with and results in fundraising
- A positive attitude and ability to adapt to change
- Ability to collaborate effectively with cross-functional work-groups, problem solve, and prioritize multiple time-sensitive tasks
- Excellent interpersonal, oral and written communication skills

Pay, Benefits, & Work Schedule

- Contract rate: \$25/hour
- Hours: Part-time (10-20 hours per week). Cummings Graduate Institute operations Monday through Friday with occasional weekend if needed, but advance notice will be given.
- Benefits: This position is not eligible for medical, vision, dental, and 401k retirement savings plan.
- Schedule: After initial onboarding, training, and evaluation by the supervisor an agreed upon schedule will be determined by employee and supervisor.
- Location: Phoenix, AZ preferred
- Ability to Work From Home: Yes

Travel:

This position is based in Phoenix, Arizona, however occasional overnight travel is required. Advanced notice will be provided.

Equal Employment Opportunity

Cummings Graduate Institute for Behavioral Health Studies is an Equal Employment Opportunity employer. It is against Cummings Graduate Institute's policy for any employee to discriminate against an applicant for employment on the basis of age, color, disability, gender identity or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal or local law.