Date: 17 February 2022

Job Opportunity, Grant Writer - Contract position

Availability: Immediate

About Doctors of the World USA
Doctors of the World (DotW) is the US chapter of the Médecins du Monde (MdM) International Network, a global health and humanitarian organization with a focus on human rights that provides emergency and long-term medical care to vulnerable populations while fighting for equal access to healthcare worldwide. DotW is a small but growing organization with increasing influence in the MdM International Network.

Doctors of the World values healthcare as a fundamental right and is committed to improving access to quality medical services for populations affected by systemic inequities including poverty, lack of access to healthcare, housing and education, conflict, or natural disasters. DotW provides services under all circumstances, regardless of gender, race, ethnicity, religion, age or political beliefs. DotW bears witness to health inequity worldwide. Globally, our network has deep expertise in five main program pillars: sexual and reproductive health and rights; migrants and refugees; mental health; harm reduction; and disaster response.

About the Position
Doctors of the World USA will be implementing a health-based program at the southern US border with Mexico, in El Paso, Texas and Ciudad Juarez, Mexico. The program will be focused on delivering services for the benefit of migrants and refugees on both sides of the border, and will leverage the considerable experience of the MdM International Network working with refugee populations throughout the world. We will be working with a university partner in El Paso and with local service providers including advocacy organizations at the local, regional, and national levels in addition to donors and others. We plan to launch an initial phase of the program in the first half of 2022, with the goal of expanding the program in a second phase in 2023.

DotW seeks an accomplished and experienced grant writer to develop an initial general concept note on the program for potential donors and stakeholders. The grant writer will also research donor prospects and develop targeted letters of intent (LOIs) with full proposals leading to funding for the initial phase of the program, and beyond. The grant writer should ideally have some experience and familiarity working with partner organizations, including our university partner’s Office of Institutional Advancement and local NGOs. Interest in and passion for Doctors of the World’s mission is essential, and knowledge and experience working on issues related to migrants and asylum seekers in the US and Mexico is highly desirable, particularly in the realm of global public health.
In addition, there are other discrete needs related to existing foundation grant renewals and proposals for international programs that the US is managing from which the grant writer will have the opportunity to contribute.

Skills and Qualifications

- Bachelor’s degree in English, communications, creative writing or a related area (master’s degree desired). Spanish language proficiency is a plus.
- A minimum of two years’ experience in grant writing
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Proven writing skills, with evidence of successful grant applications
- Strong interpersonal skills, ability to work with a wide variety of individuals and backgrounds

Duties and Responsibilities

- Study and understand the history, structure, objectives, programs and financial needs of the organization and its programs.
- Research grant opportunities from private sector sources, as well as government agencies, if applicable.
- Draft concept notes, LOIs, grant proposals and supporting documents based on the funding requirements of the organization and program.
- Submit proposals to executive and program staff for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

Contract Period: This is a project-based consultancy for a period of six (6) months, with the possibility of contract renewal.

Reporting: The grant writer reports to the Executive Director of DotW-USA (in New York City) and collaborates with the Head of Program, Border Health, and other relevant staff.

Compensation: Negotiable; commensurate with experience.

To Apply: Send cover letter, resume and salary requirements to jobs@doctorsoftheworld.org with “Grant Writer” in the subject line. Visit our website, doctorsoftheworld.org for more information about the organization. Doctors of the World USA is an Equal Opportunity Employer and strongly encourages Black, Indigenous, People of Color, women, disabled and LGBTQ people to apply.