



Improving care through shared technology

[QualityHealthNetwork.org](http://QualityHealthNetwork.org)

**Job Description:** Grant and Communications Coordinator

Summary: QHN is hiring a self-motivated individual that excels in communication of all kinds. The Grant and Communications Coordinator is a role that primarily focuses on grant writing and reporting, with the secondary responsibilities of supporting the QHN marketing message and developing educational materials. The successful candidate will have experience in grant writing and/or communications.

**Responsibilities:**

Grant Management:

- Preparation of proposals and grant applications
- Identifying, developing and responding to public and private grant opportunities.
- Writes grant activity reports internally and to government, corporate, foundations and other funders

Communications:

- Support the marketing firm for communication strategies
- Assist the Business Development team with event planning
- Create educational materials for both internal and external customers
- Maintains library of press coverage

**Qualifications:**

- Preferred bachelor's degree in communications, English, journalism or similar field. Will consider applicants with relevant experience
- Excellent grammar and strong research skills
- Working knowledge of current computer technology including Microsoft Office: Publisher, Word, Power Point and Excel. Knowledge of Adobe Suite and other design software is helpful.

The grants and communications coordinator is an exempt position. Some regional travel is required, including occasional overnight travel.