



Grant Writer – Position Summary
Chinese American Coalition for Compassionate Care (CACCC)

Location: California

Reports to: Interim Co-Executive Directors

Time Commitment: Part-time, approximately 20–30 hours per month

Compensation: To be determined by mutual agreement

Submit a cover letter and resume to: jeanne@caccc-usa.org

Organization Overview

Founded in 2005, the CACCC is an award-winning, mission-driven nonprofit organization dedicated to addressing end-of-life care needs within the Chinese American community and supporting healthcare professionals who serve them. Recognized nationally and internationally for leadership and innovation in end-of-life education, CACCC delivers a broad range of culturally responsive programs, including Advance Care Planning, hospice & palliative care education, mindful self-care, grief & loss support, suicide prevention, and community facilitator training.

Position Overview

CACCC seeks an experienced and strategic Grant Writer to support its development and fundraising efforts. The Grant Writer plays a critical role in advancing CACCC's mission by identifying funding opportunities, crafting high-quality grant proposals, managing grant timelines, and building relationships with foundations and other funders. This role requires strong writing skills, strategic thinking, and the ability to manage multiple deadlines while working collaboratively with organizational leadership.

Key Responsibilities

- Research, identify, and prioritize grant opportunities aligned with CACCC's mission and strategic goals.
- Develop clear, compelling, and funder-compliant grant proposals and letters of inquiry.
- Collaborate closely with interim co-executive directors to gather programmatic, financial, and impact data.
- Maintain a grants calendar to track deadlines, submissions, and reporting requirements.
- Cultivate and manage relationships with funders, including outreach, follow-up, and grant stewardship.
- Prepare interim and final grant reports in compliance with funder guidelines.
- Contribute to continuous improvement of CACCC's grant writing systems and funding success rates.

Required Qualifications

- Minimum of 2 years of grant writing experience, preferably in the nonprofit sector.
- Demonstrated success securing grants from private foundations; state and federal grant experience a plus).
- Strong understanding of grant management, reporting, and compliance.
- Exceptional written and verbal communication skills.
- Familiarity with grant budgets and financial reporting.

Skills and Attributes

- Proficiency with online grant portals and tracking tools.
- Strong analytical and organizational skills.
- Ability to manage multiple projects in a deadline-driven environment.
- Excellent interpersonal skills and comfort engaging with funders and organizational partners.
- Strong alignment with CACCC's mission and commitment to culturally responsive community impact.

Education

- College degree or equivalency

Work Environment and Benefits

- Flexible, part-time schedule with remote work options and minimal travel, as needed.
- Opportunities for professional development and training.

Equal Opportunity Statement

CACCC is an Equal Opportunity Employer committed to diversity, equity, and inclusion. All qualified applicants will be considered without regard to race, color, religion, gender, sexual orientation, national origin, disability, or any other protected status.

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