

Company
EmergyCare

Job Title
Foundation and Government Relations Coordinator

Job Description
Working within the Community Development Department, this position is responsible for developing, executing and managing an active schedule of submitting grant requests to support EmergyCare's operating costs, special projects, initiatives, capital purchases, etc as determined by budgeted an organizational priorities. This position will also develop, execute and manage a comprehensive and proactive government relations program to advocate for legislative and policy goals favorable to EmergyCare and the EMS Industry.

Drug Free Workplace
EOE - M/F/Disabled/Vet

Job Requirements

- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundation, corporate and governmental sources.
- Perform prospect research on foundation, corporate and governmental funding sources.
- Provide stewardship to current and potential donors through regular written updates, email updates, on-site tours, newsletter, etc.
- Develop and manage a strategy for strengthening relationships with elected official and governmental agencies and increasing their understanding for and support of EmergyCare.
- Monitors legislation and policy activities, updates and advises EmergyCare leadership about relevant policy proposals and actions and works to analyze potential impacts to EmergyCare.
- Plans and implements events, and other activities in support of government relations strategy such as town halls, tours, news conferences, ride alongs, meetings, etc.
- Develop a wide range of materials to support grant and government relations activities such as talking points, grant reports, grant budgets, project summaries, legislative summaries, factsheets, testimony, reports, letters, etc.
- Maintain current records in database and paper files, including grant tracking, grant reporting, current elected officials, staff contacts and foundation contacts.

Education/Experience

- Minimum of Bachelor's degree in Communications, English, Writing or similar field
- Minimum of five years similar experience, preferably in the healthcare field.
- Knowledge of computer based graphics, presentation software programs, desktop publishing, database use, research software, internet research capabilities and Microsoft Office Outlook, Excel, Word, PowerPoint

Resumes accepted through July 31, 2017. Mail to Human Resources, EmergyCare, 1926 Peach Street, Erie, PA 16502 or via email to jfarrar@emergycare.org.