



**MetroWest Free Medical Program is excited to announce a job opportunity
*Development Officer/Grant Writer
(part-time)***

Are you passionate about helping others? Does working from your remote local office/home meet your needs? Does leading a local non-profit serving those in need sound like an exciting opportunity? MetroWest Free Medical Program (MWFMP), Marlborough and Sudbury based clinics, is seeking a **part-time Development Officer/Grant Writer**.

Providing access to equitable, culturally responsive health care for lower-income residents, particularly those who are newcomers, recent immigrants and others for whom English is not their primary language, regardless of circumstances, is the heart of our work.

Founded in 2004, staffed by volunteer medical providers, MWFMP serves for those who are uninsured or insufficiently insured. Since 2004, MWFMP has provided care for more than 25,000 medical appointments. Our General Medicine, Women's Health and Vision Clinics offer onsite services and referrals to specialized care and assessments. We are a critical part of the patient safety net for the MetroWest community. Many of our patients are Portuguese and Spanish speaking.

Interested candidates, please send your cover letter and resume to career@metrowestfreemedicalprogram.org

How you will contribute:

- Meet our operating budget by researching funding opportunities and preparing grant proposals
- Develop and maintain an annual calendar of opportunities and reporting requirements
- Develop and maintain funding relationships
- Prepare reports for funders
- Support the Executive Director with other projects, including the Annual Appeal

We are looking for some with:

- Bachelor's degree and at least two (2) years' experience in development/grant writing
- Excellent interpersonal, communication, research, and computer skills
- Good organizational and time management skills, with the ability to manage multiple projects concurrently
- A passion for serving others

How We Take Care of You:

- Flexible workplace
- Flexible work hours (15-20hrs/week)
- Salary commensurate with experience (health insurance not provided)



What makes MetroWest Free Medical Program unique?

MISSION

MetroWest Free Medical Program serves as an entry point to the health care system for those who are uninsured or insufficiently insured by providing immediate health-related care and connection to other health resources.

HEALTH EQUITY STATEMENT

We believe that health care is a right, not a privilege, and should be accessible to all people, regardless of income level, race, ethnicity, religion, gender identity, orientation, or country of origin.

RECOGNITION

Recipient of a Racial Equity and Inclusion grant from The Sudbury Foundation.

2022 National Association of Free and Charitable Clinics Gold Standards Rating