



Communications & Grants Specialist Job Description

MedWish Medworks (MW2) is a humanitarian nonprofit organization dedicated to advancing health equity and environmental sustainability. We achieve this by providing essential care, redistributing surplus medical supplies, and connecting medically underserved communities with vital resources, in Northeast Ohio and around the world. MedWish Medworks was formerly MedWish International and Medworks. We merged in September 2024 and together, we can make an even bigger impact through our work. Visit www.medwish.org to learn more.

Position Overview:

Reporting to the Chief Advancement Officer, the Communications & Grants Specialist (CGS) will play a key role in creating compelling communication materials, developing reports for grants, and select grant preparations. The individual in this position will help draft a variety of content, including press releases, social media posts, cases for support, website language, mass communications, and marketing materials. Additionally, the role includes writing and editing grant reports, as well as writing some grant submissions but mainly reviewing prepared grant proposals and applications from our external grant consultant.

This is a dynamic, part-time position requires someone who excels in written communication, has a strong attention to detail, and can manage multiple tasks efficiently.

RESPONSIBILITIES: (The following are not designed to contain or be interpreted as an exhaustive list of all duties, or responsibilities required of the employee assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)

Communications

- Draft and edit clear, compelling, and engaging content for various platforms. This will include, but is not limited to:
 - Press releases
 - Social media posts (Facebook, X, Instagram, LinkedIn, etc.)
 - Marketing materials (brochures, flyers, newsletters)
 - Website content and blog posts
 - Thank you letters
 - Testimonials
 - Special event materials – menus, program books, auction item descriptions, etc.
 - Brigades packets and marketing materials
- Working with the Chief Advancement Officer, Clinic & Brigades Event Director, Community Resource team, and CEO, develop communication strategies and content to raise awareness of the organization's fundraising initiatives, programs, and volunteer needs.
- Work with external marketing consultant to bring written content to life with images, branding, and graphics to meet printing, email, or social media needs.



- Oversee social media consultant to ensure messaging and representation of the organization is compelling, accurate, and in keeping with overall communication strategies.
- Maintain a communications focused “branding toolkit” for the organization, ensure messaging aligns with organizational goals, programs, and values.

Grant Support:

- Review, supplement, edit, and provide feedback on grant proposals and applications prepared by external grant consultants.
- Write and prepare timely, comprehensive and compelling grant reports for funders, highlighting project progress, outcomes, and financials. Working with the Chief Advancement Officer, ensure that all reports are in compliance with funder guidelines and deadlines.
- Maintain a pipeline of grant deadlines and reporting requirements, helping to track submission schedules.
- On occasion, draft and submit grant proposals. While the majority of grants will be written by grant consultants, the CGS will be required to write and prepare select grant proposals based on time limitations of consultants.

Other Responsibilities

- Conduct facility tours and presentations.
- Assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MedWish Medworks’ core values.
- Assist with mission critical projects such as events, clerical projects, the 2-day clinic, and the annual inventory audit.
- Conduct the monthly Safety Audit at least once per year.
- Assist with donation drop offs.
- Follow MedWish Medworks’ health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

Qualifications:

- Must embrace the mission of MedWish Medworks.
- Bachelor's degree in in Communications, Public Relations, English, Journalism, or related field (or equivalent experience).
- Excellent writing, editing, and proofreading skills.
- Strong attention to detail, with the ability to produce high-quality, error-free content.
- Experience in drafting and editing communication materials (press releases, marketing content, social media, etc.). Experience in the nonprofit field is preferred.
- Familiarity with grant writing, reporting, or experience working with grant consultants is a plus.
- Knowledge of grant compliance and reporting guidelines is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Docs, Sheets).
- Strong organizational and time-management skills; ability to prioritize and meet deadlines.
- Ability to work independently and as part of a collaborative team.
- Ability to succeed in a fast-paced, non-traditional work environment.
- Must pass a background check and drug screen.
- Ability to lift 25 pounds.



This position is eligible to work remotely half of the time. In-office presence will be required one-two days per week and as needed for special projects/tasks.

JOB TYPE: Hourly, Non-Exempt

SCHEDULE: Part-Time | 25 hours per week between Tuesday-Friday | Schedule to be determined with Candidate and Manager

To apply, please send your resume and cover letter to kfoster@medwish.org in addition to completing MW2's [online employment application](#).