

THE TOLBERT HEALTHCARE PROJECT

www.tolberthealthcare.com

NOTICE

Please take notice that the Tolbert Healthcare Project, located in Anniston, Alabama, will interview applicants for the following position:

THE TOLBERT HEALTHCARE PROJECT JOB DESCRIPTION

Position Name: Long Term Planner and Research Grant Writer

Organizational Unit: Planning and Development

Reports To: The President of The West Anniston Medical Clinic, Inc.

Position Summary:

The Long Term Planner and Research Grant Writer is responsible for the development of grant applications and contracts designed (i) to obtain funding for the Tolbert Healthcare Project's dental and medical services and prescription drugs to enhance the two Clinics engaged by the Project and to extend its anticipated life beyond March 31, 2015; and (ii) to obtain funding for medical and scientific research by the two Clinics engaged by the Project. The Long Term Planner and Research Grant Writer will conduct research, and develop needs assessments, work plans and an evaluation component for funding of these targeted areas for the Tolbert Healthcare Project.

Principal Duties and Responsibilities:

1. Reads and analyzes Requests for Proposals (RFP's) or Grant Application guidelines to design a workable time line for proposal completion, following interpretation of the guidelines.
2. Works with specific communities/agencies in developing workable programmatic strategies.
3. Conducts needs assessments using research techniques and data collection tools (surveys, focus groups, etc.).
4. Cultivates goals and objectives and operational plans for proposed projects (i.e. federal, state, local, foundation or corporate), dependent on the grant guidance materials and/ or the RFP.
5. Requests community support letters and memoranda of agreement with other entities in order to show effective relationships that could promote the success and continuity of the Project.
6. Develops an evaluation plan with specific data sets for each proposal, that provides a comprehensive plan for monitoring each grant or contract.
7. Prepares additional supporting documents, as needed, for each specific contract and/or grant application.

8. Conducts Internet and library searches on potential funding sources, as directed by the Project. Once a specific proposal is approved by the Project, a work plan and time line for the proposal will be submitted.
9. Works with a team approach to engage other segments of the Project in proposal and contract development.
10. Proof-reads all documents and makes necessary revisions to ensure that materials are prepared error-free and submitted in advance of deadline to allow adequate time for review.
11. Revises existing proposals, as directed, to allow multiple submissions of proposals in need of funding.
12. Engages in long term Clinic and research planning with The West Anniston Medical Clinic, Inc., and the two Clinics.
13. Performs other duties as assigned.
14. Ensures compliance with applicable regulations from the Centers for Medicare/Medicaid Services and the Joint Commission for Accreditation for Healthcare Organizations.

Qualifications:

1. Four year college degree in English, journalism or associated area, with some knowledge of accounting.
2. Ability to write clearly and persuasively.
3. Knowledge of non-profit environment.
4. Knowledge of grant-writing practices.
5. Ability to interpret grant and contract guidelines.

Salary:

Commensurate with experience and expertise of the successful candidate, and based upon the financial wherewithal of the Tolbert Healthcare Project. The estimated salary level is \$50,000 per annum.

Immediate Supervisor:

The President of The West Anniston Medical Clinic, Inc., in collaboration with the Board of Directors of the West Anniston Medical Clinic, Inc., and the two Project Clinics, Quality of Life, Inc. and Dr. Angela M. Martin.

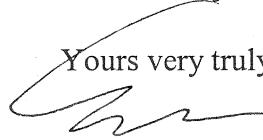
Application Guidelines:

Applicants should submit a written job application, to include a narrative of why the applicant believes that he or she is qualified, a resume and at least three references, to Ed Gentle, Claims Administrator, The Tolbert Healthcare Project, 2 North 20th Street, Suite 1200, Birmingham, Alabama 35203. **The application submission deadline is September 30, 2005.**

To learn more about the Tolbert Healthcare Project, visit our website, listed above, and visit www.tolbertqsf.com.

Thank you for your interest in the Tolbert Healthcare Project.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Ed Gentle', written over a horizontal line.

Ed Gentle,
Claims Administrator

ECGIII/kjm