



## ABOUT PREVENT BLINDNESS

Founded in 1908, Prevent Blindness is the nation's leading not-for-profit, voluntary eye health and safety organization dedicated to fighting blindness and saving sight. Focused on promoting a continuum of vision care through all life stages, Prevent Blindness touches the lives of millions of people each year by promoting eye health, safety, early detection and treatment. As we continue our sight saving mission into the next 100 years, we are fulfilling our vision of prevention through focused attention on our core public health competencies of early detection, patient support, systems enhancement, public policy, research, public awareness, and health education.

## THE ROLE

The Corporate Proposal Writer supports the mission of Prevent Blindness by leading the development of high-quality sponsorship and grant proposals, reports, and updates for corporate philanthropic partners – primarily (but not solely) within the biopharmaceutical, medical device, and healthcare sectors.

This is a writing-focused, part-time (18 hours/week) role responsible for producing compelling narratives and reports, coordinating internal inputs, and managing proposal and reporting deadlines. While this position works collaboratively with internal staff who manage the organization's CRM and grant tracking systems (Prevent Blindness utilizes Raiser's Edge NXT), its primary emphasis is on content development, narrative strategy and funder-aligned communications.

Working closely with Executive leadership and staff focused on corporate engagement, this position ensures that corporate proposals and reports are accurate, timely, and aligned with Prevent Blindness' strategic priorities in eye health, public health education, advocacy, and awareness.

## RESPONSIBILITIES

- Lead the drafting, editing, and submission of corporate sponsorship and grant proposals, letters of intent, and concept papers:
  - Coordinating with internal staff, translate Prevent Blindness' programs, impact and strategic priorities into clear, compelling, funder-aligned narratives.
  - Articulate the organization's value proposition to develop pitch decks and proposals that maximize corporate sponsorship funding by aligning organizational mission and strategic objectives with corporate goals.

- Draft and refine core proposal template language that can be adapted across multiple corporate proposals, while maintaining consistency with Prevent Blindness' voice, messaging, and established sponsorship frameworks.
  - Submit proposals using funder specifications and corporate grants entry portals, as required.
  - Coordinate funder giving cycles, internal review, and approval processes for grant submissions and reports.
- Prepare interim and final reports, including narrative summaries, outcomes and budget reports, in coordination with Marketing, Program and Finance staff.
- Maintain a calendar focused on proposal and reporting deadlines.
- Develop and routinely update a one-page corporate profile for each current and prospective corporate partner, summarizing the company, its priorities, and its relationship to Prevent Blindness.
- Prepare tailored briefing materials, including meeting summaries, background notes, and talking points, to equip staff for effective engagement with corporate partners.
- Outline deliverables and sponsor recognition tied to funded projects and sponsorships, and coordinate with internal staff responsible for their tracking.
- Coordinate with internal staff responsible for CRM and grant-tracking systems to ensure proposal and reporting information is accurately captured.
- Monitor trends in corporate and biopharma philanthropy relevant to eye health and public health initiatives.

## **IDEAL EXPERIENCE AND CHARACTERISTICS**

- Bachelor's degree (Business/Healthcare Administration, Communications, Marketing).
- 3+ years of experience in grant writing and cultivating sponsorships, with demonstrated success in corporate, healthcare, or foundation proposals. A strong writing portfolio preferred.
- Exceptional writing, editing, and proofreading skills, with a high level of accuracy, conciseness, and clarity.
- Knowledge of corporate sponsorship trends and methods of developing proposal tiers tied to corporate goals and marketing opportunities.
- Ability to translate complex programmatic, scientific, or public health information into clear, persuasive narratives for diverse audiences.

- Ability to create logic models, evaluation plans, and need statements to support proposal development.
- Highly organized and detail-oriented, able to manage multiple projects, deadlines, and priorities independently.
- Self-motivated, resourceful, and dependable, comfortable working independently in a part-time role while collaborating cross-functionally as needed.
- Strong written and verbal communication skills, with a professional and responsive approach to internal and external stakeholders.
- Must be computer literate:
  - Proficient in Microsoft Office Suite required.
  - Familiarity with prospect research tools, databases, and industry communications.
  - Familiarity with CRM or grant-tracking systems preferred (Prevent Blindness currently utilizes Raiser's Edge NXT).
  - Familiarity with project management systems preferred (Prevent Blindness currently utilizes Motion on a limited basis).
- Experience developing program budgets and aligning narrative content with financial information is preferred.
- Familiarity with healthcare, eye health, public health, and/or biopharmaceutical philanthropy is preferred.

## WORK ENVIRONMENT

- This is a part-time position (18 hours/week) and is not eligible for any Prevent Blindness benefits.
- The position is remote or hybrid from the Chicago main office.
- The workplace is a smoke-free and drug-free environment.

## COMPENSATION

The rate for this position is \$40.00 - \$45.00/hour and is not eligible for any Prevent Blindness benefits.

Please send cover letter, resume and 2-3 writing samples that demonstrate your proficiency with grant writing to Kyra Vaughn at [kvaughn@preventblindness.org](mailto:kvaughn@preventblindness.org).

Prevent Blindness is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, ethnicity, ancestry, sex, sexual orientation, gender identity, marital status, parental status, religion, national origin, age, disability, veteran status, and other status legally protected by Federal, state, or local law.

Please note that we do not sponsor work visas for any positions. All applicants must be eligible to work in the United States without sponsorship.

**Application Deadline: March 6, 2026**

