

Grant Writing Volunteer

Grants provide an essential piece of our fundraising engine and the ability to support mission delivery. The ability to effectively apply for and receive grant funding is closely tied to the writer's ability to intimately understand and descriptively and passionately explain our mission and programs. A talented grant writer will work closely with the fundraising and programs teams to understand current program needs. This role is anticipated to take between 10 and 20 hours a week and reports to the Donor Impact Manager.

Why it Matters

We care directly for orphaned and vulnerable children and we partner with governments, NGOs, and leaders in every position in orphan care.. Our wide range of programs allows us to indirectly support children whose lives we'd otherwise not be able to impact by sticking just to direct child support. That reach also gives us a wide range of grant opportunities that allow us to change the lives of children, families, and care providers around the world.

Duties and Responsibilities

- Work 10 to 20 hours a week.
- Maintain our process for managing projects and completing follow-up tasks.
- Report to the Donor Impact Manager.
- Contribute to discussions about new grants or program needs.
- Use Monday.com to manage processes.
- Work well with the Fundraising and Programs Teams.
- Be willing to work on multiple projects at once.

Skills

- Superb organizational skills.
- Excellent time management skills; able to prioritize.
- Motivated to take on additional projects and solve problems.
- Comfortable with multiple tasks and projects at hand.
- Proficient persuasive and business writing skills.
- Self-directed and able to work without supervision.
- Able to perform clerical duties, maintain files and confidential information, and organize documents as needed.
- Ability to work well with others to create lasting and meaningful relationships.