



TITLE: Grant Writer

ACCOUNTABLE TO: Volunteer Coordinator

RESPONSIBILITIES:

- ? Research past grants.
- ? Assist staff in researching and finding appropriate government and private grants.
- ? Take the lead in writing collected information into grant format and language.

QUALIFICATIONS:

- ? Background check
- ? Proven experience writing for and receiving grant funding preferred.
- ? Must have an understanding of both the narrative and budgeting aspect of grants.
- ? Strong organizational and communication skills.
- ? Participate in a two hour volunteer orientation

BENEFITS:

- Positive impact on the life of a youth.
- Recognition and documentation of volunteer service.

Volunteers – Making a better tomorrow, TODAY!