**Volunteer Job Description:**

Volunteer Grant Writer

**Reports to:** Program Director

**Summary:** The primary responsibilities of the Grant Writer will include the preparation of proposals and grant applications, and performance of administrative work in researching, identifying, developing, and responding to funding opportunity announcements from federal/state government agencies, from private foundations, and from corporate giving programs. Qualified candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint, and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment, and produce a quality work product within tight time constraints.

**Essential Duties and Responsibilities:**

* Research grant programs and plans
* Draft funding proposals/applications
* Write or assist project managers in preparing proposals/applications
* Edit draft applications for accuracy, completeness, clarity, and submittal of all required data – in accordance with grant/loan requirements
* Provide timely advice and information on funding opportunities, requirements, and procedures
* Prepare quarterly or annual reports as required by granting agencies
* Serve as liaison between ARM Ministry and outside funding agencies and groups
* Participate in meetings and discussions in which decisions affecting ARM projects are made;
* Serve as a resource for ARM Ministry funding programs
* Provide information, research, analysis, written reports, and recommendations, as needed

**Minimum Qualification**

* Knowledge of grant application process and writing of proposals
* Knowledge of various grant programs available to municipal government
* Excellent organization skills
* Excellent written and oral communication skills
* Ability to work under pressure to meet deadlines for grant opportunities
* Ability to take initiative and work independently in preparing grant/loan applications
* Ability to research available funding opportunities
* Ability to participate as a team player to coordinate grant projects
* Ability to provide necessary documentation to support grant requirements
* Ability to plan, prioritize, and coordinate multiple projects
* Ability to gather, analyze, and evaluate a variety of data

**Training & Supervision**

* Attends general volunteer orientation

**Training and supervision conducted by:**

Program Director or designated trainer   
  
**All volunteers will complete a 60 day evaluation**.

**Time Commitment:**   
The time commitment will be directly correlated with the grant project in progress, but must commit to grant until it is submitted.