Compassion Connect Volunteer Grant Writing Team

Compassion Connect is seeking volunteers to help us create a robust grant program that will help raise thousands of dollars for the ministry and help hundreds of people. Working with a team, a volunteer would help research possible funders and/or write grant narratives and supporting documents for applications and proposals. The hours are flexible and work can be done remotely, but we are hoping for a minimum commitment of 5 hours a month. Grant writing experience is preferred but not necessary, and tasks can be customized to a person's interests and skills.

Title: Volunteer Grant Writer
Reports to: Portland Regional Director
Time expectation: 5-10 hours/month

<u>**Key Team Responsibilities:**</u> *Because work is done on a team, individuals may decide that they want to focus on only one of the following areas that matches their passion and skills.*

- Research
    - Find and research potential funders who may align with our mission, vision, and values
    - Research information needed for grant applications, creating a library of grant resources
    - Interface with staff to gain information and data for grants and reports
- Write
    - Help write high-quality grant proposal narratives, applications, and supporting documents
    - Work with staff to ensure all writing reflects communications standards of the organization
- Ongoing maintenance
    - Help maintain a database of grants applied to and the results
    - Oversee the annual grant calendar, keeping track of deadlines and upcoming requirements
    - Help manage and create needed grant reports

Desired Skills and Experience
- Passionate and aligned with the organization's values
- Excellent written communication and grammar skills
- Some experience with grant writing or a similar type of writing ideal
- Organized and motivated

Perks
- Gain experience working for a dynamic, growing nonprofit
- Learn or practice grant writing skills while making an impact
- If desired/applicable, we are happy to offer internship or community service hours