

Literacy Green Bay Detailed Job Description

Volunteer Grant Writing Assistant

Reports to: Executive Director

Pay Range: Voluntary/Internship

Hours: 5-15 hrs/weekly

Work hours to be mostly daytime, Mon-Fri, and will be arranged with Executive Director

SUMMARY:

The Volunteer Grant Writer assists in aspects of grant writing for the organization, including seeking out grant sources, determining appropriateness of grants, collecting and organizing needed information for grant submissions, writing narratives for grant applications, tracking grants which have been submitted, and writing final grant reports.

DUTIES AND RESPONSIBILITIES

- Research granting sources available through foundations, corporations, family trust, and other such resources
- Analyze applicability of Literacy Green Bay's mission to particular grant opportunities to determine grant opportunities for which to apply
- Discuss prospective grant opportunities with Executive Director to determine applicability, as needed
- Use previously created narratives as well as original writing to assist in completion of grant narratives
- Assist in entering required information into grant applications
- Assist in gathering supplemental documentation to be submitted with grant applications
- Maintain frequent interaction with Executive Director regarding status of grant applications and needed information
- Assist in maintaining grant tracking system regarding status of grants
- Assist in compiling final reports for awarded grants

OTHER

- Collaborate with staff as needed to ensure open communication
- As schedule permits, attend/participate in monthly staff meetings
- Attend and assist at special events as available

To apply, please submit your resume to rhallet@literacygreenbay.org