Volunteer Position Description

Grant Writer

This is a description for the position of Volunteer Grant Writer.

Description

This position is responsible for finding and applying for grants on behalf of the Renee C. Frink Society, INC.

Time Commitment

This position can be done virtually and should require less than 10 hours a month. The expectation is to apply to one grant per month.

Duties

- Research available grants
- Determine grant eligibility
- Update and maintain grant tracking database
- Prepare grant applications and associated paperwork
- Submit and follow up on grant applications