



## Grant Writer Volunteer Job Description

### **Position Summary:**

The Grant Writer volunteer supports KY Network through thorough research, submitting excellent and identifying well matched funding sources. This position is responsible for researching prospective funders and finding organizations that would be interested in funding the mission and operational facets of KY Network. The proposals should be tailored to each funding organization prior to submission. The Grant Writer volunteer follows all of the funding agency's writing guidelines when creating the proposal and submitting the proposal application by the deadline.

### **Essential Duties and Responsibilities:**

- Performs prospect research on foundations and corporations
- Tracks foundations and corporations including contact information, type of grant, amount and status update.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Assist with other fundraising projects as requested.
- Coordinate and follow-up on the progress of submitted proposals
- Develop materials showing progress of programs for donor updates and ongoing communications.
- Comply with all grant reporting as required by foundation/corporate donors.
- Write and maintain correspondence including concept notes, proposals, reports, and introductions.

### **Education/Experience:**

- University Degree in creative writing, Finance/Accounting or related field preferred.
- Knowledge in research and grant writing; nonprofit experience a plus
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors preferred.
- Knowledge of basic fundraising techniques and strategies. Knowledge and familiarity with research techniques for fundraising prospect research.
- Detail-oriented and exceptionally organized
- Clear, precise and compelling writing skills
- Motivated self starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- High proficiency in all areas of Google to include Gmail, Google Doc, Excel and PowerPoint

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position requires someone who has excellent research, writing, and communication skills, is self-motivated, reliable, organized, thorough and timely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and Other Abilities:**

- Must be able to read, write, speak and understand the English language.
- Excellent writing, communication, organizational, time management skills.
- Ability to maintain a professional, confidential work environment.
- Must demonstrate the ability to meet deadlines and submit reports as needed to the CEO.
- Must demonstrate respect for all family lifestyles and cultural values.
- Ability to relate with children in a nurturing and respectful manner while maintaining appropriate boundaries with both children and families.
- Ability to cooperatively engage with a culturally diverse children and adult populations.

### **Physical Demands:**

Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. This volunteer may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Environmental Conditions:**

Must be willing and able to work in/with, but not limited to, underserved communities, variable weather conditions, irregular work hours, etc.

### **Organizational Background Information:**

*Kingdom Youth Network is dedicated to empowering underserved youth located in Delaware and Philadelphia county, PA through inclusive resources rooted in Christian principles, fostering personal growth, resilience, and positive community impact.*