



## **Grant Writing Coordinator Job Description**

**Purpose:** The Grant Writer will play a critical role in securing funding for the organization's initiatives, programs, and projects by identifying opportunities and developing compelling and well-researched grant proposals.

**Position:** The Grant Writing Coordinator is a volunteer position with a current maximum of five hours per month and is supervised by the Executive Director or their appointed staff.

### **Responsibilities:**

- Conduct research to identify and assess funding opportunities
- Develop and write high-quality grant proposals and letters of inquiry
- Stay up to date on changes in funding policies and guidelines
- Work collaboratively with a team
- Participate in meetings when requested

### **Qualifications:**

- Grant writing experience
- Ability to synthesize complex information into clear, concise, and compelling proposals
- Strong knowledge of budgeting and project management
- Excellent communication skills