



This is a VOLUNTEER POSITION:

Position Title: **Grant Writer**

Role and Responsibilities

- Researches funding sources that match specific projects and programs.
- Supplies post-award progress reports to grantors as required.
- Writes and develops grant proposals.
- Serves as a contact with potential grantor after submission of proposal.

- Assist writing projects include developing proposals, generating boilerplate for future applications, and overseeing a writing assistant
- Prepare correspondence, presentations, reports and other special projects
- Maintain and compile monthly calendars for grants and schedules
- Work closely with directors and executives to decide what funding to apply for and create timelines for grants
- Supervise at least 1 writing assistant

Qualifications and Education Requirements

- High School or GED diploma
- Excellent verbal and written skills
- Proficient in Microsoft Office Suite, social media research, and email
- Excellent time management skills
- 2+ years grant writing or fundraiser experience
- Track record of awarded grants equaling 5k or more

Preferred Skills

- An associate or bachelor degree in business administration, finance, or accounting.

Experience interacting with both internal and external customers/clients/volunteers

*We will respond to inquiries via our mailbox:

HRmymiscarriagematters@gmail.com.

Please add us to your contact list or check your Spam/Junk folder in order to ensure that our messages are received.*

Miscarriage Matters, Inc.

www.MyMiscarriageMatters.org

Because Your Miscarriage Matters