



125 8th Street North, Fargo, ND

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www.weareunseen.org

Grant Researcher Volunteer

Hours per month: 10-20

Position Summary:

Working under the guidance of Unseen's Development team, you will research grant and funding opportunities for Unseen. You will assist in developing research criteria to identify grant opportunities that are a strong fit with Unseen's programs and relevant to Unseen's mission, goals, and strategic plan, including grants available this year and future grant prospects. Another person at Unseen will do the actual writing of grant applications.

Responsibilities:

- Research applicable grants and giving programs
- Research, retrieve and assemble background material for grant proposals, upon request
- Submit weekly list of new grant opportunities to Development Operations Coordinator
- Populate a spreadsheet outlining grantor requirements and application deadlines

Requirements:

- Excellent writing skills (able to condense information into a clear and engaging format)
- Ability to take direction from others and willingness to learn
- Time management skills
- 3-Month commitment or longer
- Goal-driven
- Internet research skills
- Ability to self-motivate, stay on task and work independently
- A good fit with Unseen's mission, partners, culture, and team
- Positive can-do attitude. Proactive. Self starter. Problem solver.
- Comfortable with our friendly (hypoallergenic) office dog, Kahuna