

Grant/Proposal Writer Position Description

This is a Remote Volunteer Opportunity



Summary

As a *Volunteer Grant Writer* for The Shoebox Project, you will be responsible for researching, developing and writing grant proposals to grant-making organizations and will persuasively communicate The Shoebox Project for Women's mission and programs to potential funders. The Grant Writer will assist in researching and identifying potential funding opportunities, assemble and submit grant requests, establish and maintain personal contact and relationships with granter contacts, and maintain a calendar of submissions and other deadlines. Application focus includes Canada & the United States.

Duties & Responsibilities:

- Develop and implement an annual development plan/strategy to increase annual grant income
- Develop/write grant proposals to foundations and grant-making organizations, persuasively communicating organization's mission and programs to potential funders.
- Assemble/submit grant requests, including letters, proposals, budgets, and presentations.
- Conduct prospect research, collecting data and writing for each grant.
- Report progress in grant research, grant submission and outcome to the Executive Director.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develop and maintain a proposal calendar.
- Coordinate and follow up on the progress of submitted proposals.

Qualifications

- Previous grant writing and academic writing experience.
- Possess a good work ethic, be well organized and deadline-driven.
- Clear, precise, with detail-oriented and compelling writing skills.
- Motivated self starter, have a positive work ethic and the ability to work independently with purpose and accuracy to meet application deadlines.
- High proficiency in all areas of Microsoft Office and/or Google Suite applications
- Well spoken with the ability to positively interact and represent The Shoebox Project and our brand

Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will be given access to a Shoebox gmail account that you will use to conduct all Shoebox related correspondence on our behalf. You will need to have the ability to conduct phone calls and correspondence with your own personal devices

Screening Requirements: Volunteer Application, Resume, Interview, Reference Check

Time Commitment: 2-4 hours/week. May be busier during application deadline season. Some months may be busier than others.

Duration: This can be an ongoing opportunity.

Canada: shoeboxproject.com

U.S.A: shoeboxprojectusa.org

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Training & Supervision: Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Executive Director.

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.