



## Volunteer Job Description – Grant Writer

### Summary of Position:

The main task is to write and develop grant proposals. This entails consulting, utilizing needs assessments, and brainstorming workable solutions, as well as cultivating goals and objectives. You will match project needs with available funding and the process normally involves preparing and writing documents for submission, proofreading, submitting to the funding source and follow-up.

### Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Proven organizational abilities
- Strong problem-solving and teamwork skills
- Ability to research and identify funding sources
- Experience in fundraising and marketing skills is an asset, but not required
- Strong interpersonal and communication skills
- Creativity
- Ability to manage details
- Dedicated individual who is committed towards a great cause.

**Responsible To:** Director of Volunteers and Donor Relations

### Primary Responsibilities:

- Through interviews and other means, gather information that will easily allow him/her to grasp the concept of a project or program for which funding is sought.
- Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
- Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
- Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines.
- Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
- Manage the process of supplying progress reports when required by a grant-making organization that has funded a project or program.

### Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations to plan activities, monitor progress and provide data, background information and problem-solving support.

### Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

**Length of Commitment:** minimum 1 grant application

### Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

**Contact Person:** Director of Volunteers & Donor Relations

**Date Revised:** November 2009