



## GRANT WRITER VOLUNTEER DESCRIPTION

<b>Organization mission and values</b>
To walk alongside families in Minnesota who have lost a loved one to suicide. Values: Compassion, Understanding, Privacy, and Respect.
<b>Project or position</b>
The grant writer finds funding opportunities and writes grant requests.
<b>Tasks</b>
<ul style="list-style-type: none"><li>• Finds grants and writes requests that align with our mission and values.</li><li>• Researches funding opportunities and deadlines.</li><li>• Drafts grant requests.</li><li>• Presents polished grant requests to the board for submission approval.</li><li>• Submits and tracks responses to grant requests.</li></ul>
<b>Skills</b>
<ul style="list-style-type: none"><li>• The ability to communicate effectively with others</li><li>• Computer skills to research, communicate, and track details</li><li>• Attention to detail and organization</li><li>• Good grammar skills to create polished requests</li></ul>
<b>Setting</b>
The grant writer will work remotely.
<b>Schedule</b>
The grant writer will work on an as-needed basis based on the funding opportunities presented to the board. A minimum of 1 grant request is required.
<b>Training</b>
The board will have final approval of the requests prior to submission. The board will provide the necessary information on WSTL to the grant writer to create requests.