

Job Title: Volunteer – Grant Writer	Date: 2010/2011
Organization Name: Boys & Girls Club of Sparta	
Contact Information: Wendy Franke, Executive Director	
Major Objectives:	
Researching and writing grant proposals in collaboration with Boys & Girls Club of Sparta staff for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.	
Duties & Responsibilities:	
<p>The individual in this position will be responsible for performing various grant coordination duties including, but not limited to:</p> <ul style="list-style-type: none"> • Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources. • Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants. • Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs. • Comply with all grants reporting as required by foundation/corporate donors. • Understanding of the organizations history and programs. • Make appointments for the Executive Director and Program Director to meet with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees). • Maintain current records in database and in paper files, including grant tracking and reporting. • Track statistics relevant to development and provide the Executive Director with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc). • Responsible to become familiar with all grants currently being received at BGCS in order to nurture and further “Relationship Build” with those foundations/corporations. • Responsible to research all prospective foundations and to apply for grants when opportunities for the funding of program projects such as technology, health, and education become available. • Responsible to research all prospective foundations and to apply for grants when opportunities to fund salaries, professional development, or finance operating expenses become available. • Participate in planning and goal setting for future grants. • Be part of a team to review different program budgets that could be possible candidate for grant proposals. 	
Qualifications & Requirements:	
<ul style="list-style-type: none"> • Computer experience is essential. • Experience in grant writing • Excellent verbal/written skills • Be a team player • Incorporate into daily activities the mission of the organization. • Be comfortable dealing with our culturally diverse population. • Be comfortable taking instructions and following directions closely. • Client dignity is very important. Clients are to be treated with respect at all times. • Ability to maintain strict confidentiality. • Good organization and attention to detail. • Volunteers must fill out a volunteer application. • Volunteers must fill out a background check form if 18 years of age or older. • Volunteers must be a registered Boys & Girls Club member if 18 years old and younger. 	
Orientation & Training:	
Volunteers will receive on the job training for this position.	
Times Needed & Places of Work:	
Times are negotiable and can be worked out between the Club’s Program Director and the volunteer coordinator upon appointment to the position. Work may be done from the volunteer’s home when needed.	
Commitment Required:	
This is a volunteer position that is critical for day-to-day operations at the Boys & Girls Club of Sparta, but scheduling is flexible.	
Benefits:	
<ul style="list-style-type: none"> • Great feeling of satisfaction and knowing you have helped others. • Wonderful way to build a resume as well as gain references and network. • Receive free training and work experience. • Great opportunity to meet other volunteers and community members. • Build social skills as well as learn to work in an office environment. 	