

Position Title: Grant Researcher & Writer

Supervisor: Janet Quiroga, Hotline Manager. Call at 425.252.6081 or email janet@victimsupportservices.org

How to Apply (Two options): Contact Janet for more information on the Grant Writer position and to receive a Victim Support Services application via email or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students (must be 18 years or older), those wanting to familiarize themselves with grant writing.

Description: The Grant Researcher & Writer will be responsible for developing and writing grant proposals to foundations and corporations. The candidate must be able to work independently, as well as collaboratively in a supportive and direct manner, have strong interpersonal skills, excellent written and verbal communication skills, and the ability to address and solve problems as they occur.

Essential Position Functions:

- Developing and writing grant proposals and persuasively communicating Victim Support Services' mission and programs to potential funders
- Conducting excellent research, collecting data, and developing background information for proposals
- Adhering to grants calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals

Location and Time Commitment: This is a remote opportunity: almost all work will be done online or over the phone. If in-office work is preferred or ever required, our VSS Administration office is located in Everett, WA, with satellite offices located in Oak Harbor, Sedro Woolley, and Seattle. Time commitment is flexible and dependent upon grant opportunities and deadlines.

Minimum Requirements: Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals, strong editing skills, attention to detail, ability to meet deadlines. Must submit an application and/or resume, complete interview, criminal background check, able to maintain strict standards of confidentiality, must have access to a computer, email, internet and phone.

Volunteer Benefits: Volunteers are the most important resource community organizations

have. The ability of people to work willingly together for the betterment of their community and themselves is a valuable resource. The Grant Researcher and Writer will gain experience and knowledge on writing grants and having them approved. It helps build your resume, shows you take initiative and boosts experience.

Community Needs Met: Victim Support Services must not only rely on state and federal funding. The opportunity for private foundation and other funding sources for restricted and unrestricted funding is important in order to meet the needs of victims of crime and continue providing services.

Position Description Agreement (for use upon volunteer or intern placement):

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: _____ Date: _____