

Kids and Cultures
Grant Writer – Spring 2010
Job Description

Task

To research, write, and manage grants, and to develop a manual to provide continuity among those in the organization who work with foundations, grants, and related funding.

Overview

Kids and Cultures is a non-profit educational organization that introduces children to world cultures. Since receiving recognition as a 501(c)(3) organization by the IRS in 2005, grant writing efforts have been haphazard and not a focused role of staff, board members, or volunteers. This position is being created to assist the newly developed Grant Committee of the Board of Directors in developing a framework and providing legwork in establishing effective grant writing and management.

Reports to

Chair of the Grant Committee of the Board of Directors, and/or
Timm Wenger, Public Relations and Administrative Coordinator

Duties and Responsibilities

1. To write grants to corporate and private foundations.
2. To manage existing grants including tracking data, compiling evaluations and writing reports to existing funding sources.
3. To research grant opportunities and developing lists of potential funding sources.
4. To develop a donor base of individuals.
5. To network with other organizations and individuals to develop fundraising opportunities.
6. To write a comprehensive manual of policies, procedures, checklists, and guidelines for use by those working with grants in the organization.
7. To assist with any other fundraising or development activities as needed.

Requirements

1. Excellent verbal and written communication skills (English).
2. Exceptional people skills.
3. Above average organization skills.
4. Willingness to learn and understand the needs and opportunities of the organization.
5. Willingness to help out wherever needed.

Provided

1. Orientation to the programs and funding opportunities of the organization.
2. Direction and feedback.
3. E-mail address.
4. Phone card and postage, as needed.

For more information, visit www.KidsAndCultures.com, or call 717-290-6948.