

Grant Writing and Fundraising Volunteer

Summary:

Help our museum grow! We are looking for volunteers to help us draft grant applications and support our annual fundraiser event!

Time requirements: Minimum six-month commitment; approximately 12 hours per month

Reports to: Rachel Waugh, Executive Director

Requirements:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Provide support to the Executive Director for meetings with donors.
- Assist with other fundraising projects as requested.
- Track and manage follow-up on the progress of submitted proposals
- Support proposal generation process and response to RFPs, Pre-Qualification, Bidding and formal presentations.
- Develop materials showing progress of programs for donor updates and ongoing communications.
- Support compliance with all grant reporting as required by foundation/corporate donors.
- Write and maintain correspondence including concept notes, proposals, reports, and introductions

Skills & Qualifications:

- Knowledge of fundraising information sources.
- Experience with grant and proposal writing; nonprofit experience a plus
- Experience with communicating with individual and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Detail-oriented and exceptionally organized.
- Clear, precise and compelling writing skills.
- High proficiency in all areas of Google Suite or Microsoft Office

- Passionate about the Museum of Food and Culture's programs, mission and vision
- Must work cooperatively with board, staff and volunteers

[APPLY HERE](#)