

Grant Writing Assistant

Job Description

Large development projects require significant funding, which can be augmented by applying for grants from foundations and local businesses. Fundraising priorities are set by the Board of Directors and the Fundraising Director. The Grant Writing Assistant will help the Grant Writer research funding sources and participate in the grant writing process.

The duties of the Grant Writing Assistant include:

- Identify possible sources of grants that match with the project needs.
- Research various grant sources and foundations to help match their requirements with our project funding needs.
- Assist in writing grant applications and follow-up with granting sources.
- After grants have been received, work with the project managers to assure the grant is properly used and that required reports are submitted in a timely fashion.
- Monthly followup with the grant writers checking the status of each project and preparing a report for the monthly Park staff meeting.
- Maintain “shared files” on Google Drive for easy access by all grant team members.

Required Experience

- Internet research experience
- Writing, and editing skills

Required Training

NMC and NorthSky Non-profits offer grant writing classes. Most training will be provided by the Friends of Sleeping Bear Dunes Grant Writer.

Time Commitment

2-4 hours per week