

MY ABUNDANT HOPES, INC.

VOLUNTEER/JOB TITLE: GRANT DEVELOPMENT COORDINATOR

COMMITMENT TIME: Long-term/Flexible w/ possibility of f/time employment if desired.

AREAS OF INVOLVEMENT: Responsible for researching and writing simple grants proposals to public and private foundations, corporations and relevant Government funding agencies.

RESPONSIBILITIES:

- Develops resources, researches funding sources, and writes proposals to a variety of organizations.
- Prepares contract proposals and may administer major contracts. Also may negotiate contractual provisions with potential partners. Identifies AHI financial needs and organizations with similar interests and focus.
- Contacts potential funders for updates on funding cycle and grant opportunities.
- Assists in outlining proposals.
- Coordinates and maintains grant calendar and transmits information monthly to the Executive Director and Board.
- Responsible for building and sustaining relationships with current, new and potential grant giving organizations.
- Maintains accurate reports and documentation for agencies giving the AHI subcontracting funds.

QUALIFICATIONS:

- Excellent interpersonal skills and the ability to build and maintain effective relationships with a diverse group.
- Knowledge of Microsoft Office with strong word processing, database, and typing skills.
- Ability to circulate RFP's, grants, and reports to staff for feedback and review.
- Ability to timely and accurately complete reports to current funding sponsors.
- Ability to work independently.
- Required to maintain confidential information and sources.
- Must possess good listening skills as well as excellent verbal and written communications skills.