



JOB DESCRIPTION

Position: Volunteer Grant Writer

Reports to: Executive Director

Please send requested documentation to info@dockellisfoundation.com

VOLUNTEER POSITION:

The Dock Ellis Foundation strives to empower minority victims of human trafficking

Maintain personal contact and relationships with granter contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

This position requires someone who has excellent research, writing, and communication skills is self-motivated, reliable, organized, thorough, and timely. This is a volunteer position.

The **Volunteer position** is open to all people who have a passion for working with communities and work can be done **online** without physically being present in Nevada.

RESPONSIBILITIES:

- ♣ Work with team to develop and implement an annual development plan/strategy to increase annual grant income
- ♣ Develop/write grant proposals to foundations and grant-making organizations, persuasively communicating organization's mission and programs to potential funders
- ♣ Assemble/submit grant requests, including letters, proposals, budgets, and presentations
- ♣ Conduct prospect research
- ♣ Report progress in grant research, grant submission, and outcome to Rwenzori Aid's leadership

Qualifications

Previous grant writing and fundraising experience.

Additional Information

All your information will be kept confidential according to guidelines.

Time Commitment: The minimum commitment is an average of 10-15 hours per week including a weekly one-on-one meeting with the CEO, Vice Chair and President

You **must** apply with a CV and cover letter that outlines why you think you are suitable for the position (please refer to the requirements for this position). Additionally, please stipulate how many hours you are able to contribute to The Dock Ellis Foundation a week.

if you do not follow these requirements it will not be considered.