

Grant Writer

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Partner Engagement

SUPERVISOR: Executive Director

TIME COMMITMENT: Will vary based upon grant proposal project

IN-OFFICE/REMOTE: In-Office Remote

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

The Grant Writer is responsible for researching grant opportunities and creating compelling proposals communicating Reset180's mission and programs to potential funders. Grant writing experience is a requirement for this role.

RESPONSIBILITIES

- Perform researches into grant making organizations
- Writes applications that display meticulous grammar and spelling
- Ability to follow the rubric provided by the foundation providing the grant opportunity
- Adhere to guidelines given by the organizer or project leader
- Analyze the feasibility of the project's budget
- Writer may have to interview people in the organization and perform comprehensive research to complete the project given
- Post proposal follow up
- Meet deadlines for grant writing projects

QUALIFICATIONS AND REQUIREMENTS

- Experienced Grant Writer or college degree in communication or English
- Proficient with Microsoft Office
- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app
- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual