



# Hesed Ministries International

*"Showing God's loving kindness to thousands."*

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## Grant Proposal Writer

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**Location:** Virtual Volunteering (from home)

**Service Areas:** General Administration

**Hourly Commitment:** 5-10 hours per week is desirable

**Number of Positions:** 3 to 5

**One-Time/On-going Position:** On-going

### **Description**

Virtual volunteers needed to research appropriate foundations and assist in grant writing process. Hours may vary. Will include initiating and cultivating relationships with foundations, corporations and government agencies; providing a prospect list for recording proposal submission progress.

### **Requirements**

#### ***Skills Required:***

Must have good phone voice, knowledge of the grant writing process, motivated/results-driven, good verbal and writing skills, desire to learn and improve skills. Must know how to conduct research through various publications and on the Internet. Prior experience is a definite plus.

#### ***Time Frame:***

We ask for a commitment of not less than six months and not more than one year. Volunteers can extend an additional year upon completion of the first term of service. Primary focus of tasks will be to establish a volunteer coordination program and therefore a commitment of several hours per week is desirable. Providing services virtually is totally acceptable with providing draft layouts of products and processes for approval before final production.

#### ***Evaluation:***

Volunteers will be evaluated at the mid-point term of service and will be asked to fill out an evaluation form of their experience.