

Job Title: Grant Writer

Organization: Real Queens Fix Each Others' Crowns

We are looking for a **Grant Writer** for the [Real Queens Fix Each Others' Crowns](#). This **volunteer** role would be responsible for researching and building relationships with potential donors, organizing fundraising events, and recommending and implementing fundraising strategies and goals.

Our ideal candidate will have:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

Key responsibilities include:

- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposals with key providers and development managers.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Comply with all grant reporting as required by foundation/corporate donors.

Use if this is a volunteer position:

Expected time commitment: 5-10 hours/week. This includes checking your RQFEOC email at least three times a week to ensure that potential volunteers or donors are not waiting for communication.