

GOLDEN RETRIEVER RESCUE OF THE ROCKIES
JOB DESCRIPTION
GRANT WRITER

TITLE: Grant Writer

REPORTS TO: Fundraising Committee Chair or President

ROLE: Research and write grant proposals to support GRRR's revenue stream

TERM: 2 Years

TIME EXPECTATIONS: Time varies with individual research and writing abilities.
Position can work from location of choice as personal time allows.

RESPONSIBILITIES:

- Research existing and possible new grant opportunities for GRRR
- Develop calendar of due dates and requirements for grants and follow-up reports
- Understand GRRR goals and objectives to match with potential grantor requirements
- Coordinate with Fundraising Committee to assure consistency of message and time and resource commitments
- Develop GRRR contacts for information on dogs, programs, finances, etc.
- Comply with guidelines and material needs for grant applications and reports
- Compile forms and reports from PACFA, IRS, state of Colorado, GRRR legal and financial documents from ED, Treasurer, Legal counsel, etc.
- Prepare monthly report for Board

SKILLS:

- Excellent research and writing skills
- Creativity
- Self-starter
- Computer skills

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