

SPEC ASSOCIATION FOR CHILDREN & FAMILIES

VOLUNTEER OPPORTUNITY

VOLUNTEER GRANT WRITER

The SPEC Association for Children & Families (SPEC), a non-profit, community services and support organization dedicated to helping the families in Brooks and Region through a variety of programs, is seeking a Volunteer Grant Writer. Reporting to the Executive Director, this position will assist in raising funds by writing well-researched grant proposals.

Key Responsibilities

- Represent SPEC in a professional and positive manner
- Research and understand all of SPEC programs
- Identify grant sources based on needs of SPEC and develop a calendar of submission dates and deadlines
- Keenly research each project and proposal in advance of all grant submissions
- Compose impactful grant proposals that describe SPEC programs with absolute clarity
- Produce targeted and tailored stewardship documents, quickly and creatively

Qualifications

- The volunteer does not need to have had previous experience grant writing but should have excellent writing and communication skills and be willing to devote quality time towards researching and producing proposals for different organizations
- This position comes with an expectation of employee-level performance
- Excellent organizational skills are required
- This position requires a successful criminal record check

Working Conditions

- We are seeking a volunteer who can commit to a minimum of four months, with a commitment of between 7-15 hours per week. Actual working times are flexible.

Training and Development

- One-on-One training is available (and if desired) with the Executive Director

Interested parties are encouraged to submit their cover letter and resume no later than March 31, 2017 to:

SPEC Association for Children and Families

Email: executive.director@spec.ab.ca

While we appreciate all responses, only candidates under consideration will be contacted.

SPEC is an equal opportunity employer.

