**Volunteer Position: Grant Writer - Volunteer**

**Supervisor:** Executive Director

Building Beyond the Walls (BBtW) creates an experience through inclusive hands-on construction skills training that increases confidence and self-reliance. By focusing on projects that give back, we connect individuals more deeply in their communities.

We build community by:

* Bringing strangers together for a common purpose.
* Building a small structure to fulfill a community need.
* Asking class participants to pay forward fifty hours of community service in exchange for the free training.
* Partnering with community organizations to provide lunch on training days and share their mission and work.

Building Beyond the Walls seeks a volunteer **Grant Writer** to expand the mission and community reach by handling tasks related to fundraising efforts with grant-making organizations. The Grant Writer will persuasively communicate Building Beyond the Walls’ mission and programs to potential funders. The work of the Grant Writer may be done virtually, on a personal schedule, with input and oversight by the Executive Director.

**This volunteer position is a great role for an individual who:**

* Seeks to make a positive impact in their community.
* Enjoys applying their grant writing skills to foster the work of an organization devoted to building personal competency, empowerment and a thriving local community.
* Is passionate about Building Beyond the Walls’ mission to help others become self-reliant and overcome fears.
* Enjoys building community.
* Wants to secure funding that will ensure the work continues to have impact.

**Responsibilities:**

* Assess Building Beyond the Walls’ programs, goals and financial needs.
* Work with the Executive Director and Fundraising Committee Chair to develop and implement an annual development plan/strategy to increase annual grant income.
* Perform prospect research on grant-making organizations to evaluate prospects for corporate and foundation grants.
* Prepare, submit, and manage grant proposal to grant-making organizations.
* Manage the grant proposals; report progress to the Executive Director and Fundraising Committee Chair.
* Assist with other fundraising projects.

**Skills and Qualifications Needed:**

Individuals interested in the Grant Writing volunteer position should possess the following skills and/or qualifications:

* Grant writing and fundraising experience, nonprofit experience a plus.
* A connection to Building Beyond the Walls’ core values and mission.
* Ability to safeguard sensitive and confidential information.
* Proficient internet research skills.
* Clear, concise and compelling writing and communication skills.
* Detail-oriented, organized, deadline-driven.
* Strong knowledge of Microsoft Word, Excel, and PowerPoint.

**Time Commitment:**

The Grant Writer’s time will depend on the type of grant being requested. Simple grant applications may take 30 minutes to 60 minutes. More complex grants that require research might take up to 20 hours. The schedule is flexible, to be coordinated between the writer and the Executive Director.

**Training:**

All volunteers will attend an orientation and trainings that include:

* Best practices, policies, procedures and expectations.
* Information on Building Beyond the Walls’ mission, vision, and core values.

Volunteers are encouraged to take first aid and mental health training through resources in their community (e.g., Fire Department or mental health agencies).

*All volunteers must undergo the Building Beyond the Walls volunteer application and onboarding process.*