

WINGS Volunteer Position Description

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Title: Grant Writing Associate

Supervisor: Director of Grants

Location: WINGS Main Office in Rolling Meadows. After training, there may be some opportunities for volunteering offsite.

Time: Flexible. Currently estimating 4 hours per week, preferably on weekdays.

Commitment: Requests a 6-month commitment.

Overview: WINGS seeks a Volunteer to assist its Grant Team. Forty percent of grants make up WINGS budget, and the demand for new funding to meet WINGS Mission is overwhelming its team. Are you able to share approximately 4 hours of your time each week to help WINGS meet one component of its fundraising gaps. The ideal candidate will be a great communicator and detail oriented

Requirements:

- Proficiency in computers; including Microsoft Word, Excel, and internet.
- Ability to work independently after initial orientation.
- Experience with grant writing, research, data entry or tracking would be especially valuable.
- Experience with Raiser's Edge a plus

Description:

- Assist with the writing and tracking of WINGS local grant portfolio.
- Conduct grant research through WINGS' search engines (Grant Station and Grants.gov) and the internet.

This may be a good fit for you if:

- You are interested in using your skills in writing and research to support an organization which helps victims of domestic violence.
- You enjoy internet research and are able to follow grant application instructions.
- You are able to work efficiently, independently, and with minimal supervision.

If you want to help, send an email to Bruna:

bsrb@wingsprogram.com