



Grant Writer

Department: Development
Reports To: Grants Coordinator

The Position: Work with the agency staff to write grants for HIV Alliance's programs.

Responsibilities:

- Research potential grant opportunities.
- Gather information from staff necessary for grants
- Write portions and potentially entire grants for agency
- Write reports to meet grant requirements
- Other responsibilities as assigned by the Grants Coordinator

Qualifications:

- Strong interviewing and persuasive writing skills
- Ability to communicate well with staff
- Ability to work independently on projects, with guidance from Grants Coordinator
- Efficient time management skills and ability to manage multiple projects
- Team player who is self-motivated, energetic, and enthusiastic
- Previous grant writing experience preferred
- Ability to pass agency criminal background check

Time Commitment: 5-10 hours/week; At least 2 terms (6-9 months). Flexible schedule.

Benefits: Experience working in nonprofit communications. Understanding of grant writing and funding process for nonprofit organization. Gain professional references and possible letters of recommendation.

For more information, contact: Byron Snapp, Volunteer Coordinator
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