

Museum of Ashe County History

Volunteer Grants Writer

Responsible for writing proposals to obtain grant funding for unrestricted operating revenue and restricted projects. This is a volunteer position to help the Museum of Ashe County History gain additional funding to both continue current operations and finish renovation enabling us to use all space in the 1904 Courthouse. As grants are available, this person(s) would work as available to complete proposals. More than one volunteer would be acceptable.

Major Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Can perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Will work with Finance Committee to gather information necessary to prepare grant proposals.
- Will work with Grants Committee and MACH Board of directors to gain an understanding of institutional history and programs.
- Maintain current files necessary for MACH to prepare necessary grant tracking and reporting to donors.
- Assist with other fundraising projects by pursuing grants as available.

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

Qualifications:

- Experience with grant writing.
- Previous experience with non-profit fundraising preferred.
- Experience working in deadline-driven environments preferred.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.