



Grant Writer

Overview

We are looking for a part-time or full-time grant writer to assist us in meeting our fundraising goals. In addition to researching potential grant opportunities, you will be responsible for collecting the necessary information from our field office and write compelling grant proposals.

As a grant writer, we expect you to have a minimum of one year experience in researching and writing successful proposals. You should have excellent verbal and written communication skills, complemented with superior research skills and great attention to detail.

This is a flexible volunteer position that can be fulfilled either from home or from our Mae Sot, Thailand, field office. All interested candidates must be self-funded.

Responsibilities

- Perform prospect research on foundations and corporations
- Communicate and collaborate with field team to gather pertinent data
- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Coach field office on specifics of grant reporting as required by donors
- Maintain current records in database, including grant tracking and reporting deadlines

Qualifications and Experience

- Minimum of one year experience in grant writing
- English native fluency
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Ability to meet deadlines
- Knowledge and familiarity with research techniques for fundraising prospect research
- Ability to grasp complexities of social issues addressed by organization

- Commitment to following organizational child protection policy and international child protection guidelines and laws in all aspects of work life
- Proven ability to work both independently and as part of a cross-cultural team
- Self-motivation and attention to detail

Please fill out the interest form and upload your résumé, cover letter and work samples on our volunteer page.