



OUTDOOR YOUTH CONNECTIONS

Empowering Outdoor Youth...

Grant Writer Job Description

Grant Writer is a volunteer position appointed position by the OYC Board. Grant Writer may, but is not required to, also serve on the OYC Board.

Grant Writer primarily writes grants to foundations and other grant-making organizations. Grant writer must have excellent writing skills and able to follow grant guidelines of the targeted organizations. Grant writer must be able to flexibly express OYC's mission and purposes in ways that adapt to specific grants.

Specific duties include:

- Seeking grant sources and opportunities
- Writing, sending, and tracking grant inquiries
- Developing grant proposals and/or presentations
- Assembling and submitting grant applications
- Tracking grant applications through acceptance or rejection
- Maintaining relationships with foundation contacts, grant coordinators, and program officers
- Writing and issuing acknowledgements
- Communicating effectively with the OYC Board

The minimum time commitment of Grant Writer is estimated as follows:

- 1-2 hours/meeting for occasional grant planning sessions
- 8-16 hours/grant for research and composition
- 4-8 hours/grant for followup

In addition, there are many opportunities for more involvement. Though discretionary, higher levels of engagement can make the job more meaningful and fulfilling.