

Grants Volunteer

Purpose: JCFS Chicago’s Development Department seeks a Grants volunteer, to provide assistance and support to our four-person strong Grants Team, while having the opportunity to learn about the grant-seeking process, prospect research, grants management, and grant writing.

Site & Time:

- Work can be done virtually and/or in-person

Traits

- Research experience
- Organized
- Attention to detail
- Strong follow up and follow through
- An aptitude for writing
- Ability to work independently
- Solid interpersonal communication skills, both verbal and written

Responsibilities

- Conduct extensive grants prospect research to help team identify new grant opportunities
- Provide support to Grants Team in other ways, as determined by Team and Intern
- Attend Grants Team meetings once a week and Development Team meetings monthly
- Opportunity to learn and grow grantwriting skills

Requirements

- Strong researching skills
- Self-starter and ability to stay focused while working independently
- Ability to work within deadlines
- Knowledge of Microsoft Suite
- Knowledge and/or familiarity with non-profits helpful

Key Interactions

Staff			

If interested, please contact Haley Zimmerman, Volunteer Coordinator, at haleyzimmerman@jcfs.org or (773) 467-3746.