



Grants Volunteer

Purpose: JCFS Chicago's Development Department seeks a grants volunteer to assist the four-person grants team. The volunteer will have the opportunity to learn about the grant process including prospect research, grant management and grant writing. The minimum commitment is 3-6 months. However, the opportunity could be extended. This is available to anyone who lives in the USA. It would be a fantastic opportunity for anyone who wants to add volunteer work to a resume while learning hands-on experience about non-profit organizations and the grants process.

Site & Commitment:

- Expected to contribute 3-5 hours weekly
- Work can be done virtually including the training
- Start as soon as possible

Traits

- Research interest and experience
- Organized
- Self-starter
- Attention to detail
- Excellent follow through
- An aptitude for writing
- An enthusiastic and positive attitude
- Strong interpersonal communication skills, both verbal and written

Responsibilities

- Conduct grant prospect research to help team identify new grant opportunities
- Provide support to grants team in other ways as determined by team
- Attend team meetings once a week and larger department team meetings monthly

Requirements

- Excellent verbal and written communication skills
- Ability to work within deadlines
- Knowledge of Microsoft Suite
- Knowledge and/or familiarity with Jewish culture helpful, but not required
- Will be required to submit a writing sample
- Must already have a computer and access to reliable Wi-Fi

Key Interactions

JCFS staff			
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If interested, please email: volunteers@jcfs.org

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