

Grant Writing and Procurement Volunteer-Animal Advocacy

About The Underground Rainbow

The Underground Rainbow is a large community contingent advocating for the animals in Spokane County and surrounding areas.

At the present time, we are deeply concerned with many disturbing happenings at SCRAPS (Spokane County Regional Animal Protection Service).

We will continue to bring the wrongdoings of SCRAPS into the limelight by providing facts, backed by proof, until the laws, ordinances, and contractual obligations are upheld including the killing of animals, the unethical and dishonest practices by SCRAPS Leadership, the retaliation and discrimination by SCRAPS Leadership, and the false narrative being dispersed throughout the community.

Our mission is to advocate for the welfare, protection, and rights of domestic animals by being a vigilant and compassionate voice, raising awareness, providing education, and advocating through factual dedication.

WE ARE AN ALL VOLUNTEER ORGANIZATION AND THEREFORE USE A VOLUNTEER INTEREST FORM AS PART OF THE VETTING PROCESS DUE TO SPAM APPLICATIONS

TO APPLY PLEASE USE OUR VOLUNTEER APPLICATION FORM AT:

undergroundrainbow.org

Due to volunteer time limitations if you do not use the form above, you won't receive replies from us.

To learn more about our organization, please visit our website: undergroundrainbow.org

Volunteer Role Summary:

We are looking to add an experienced and motivated **Grant Writing and Procurement Volunteer** to our team. As Grant Writing and Procurement Volunteer, you are responsible for finding funding opportunities for our 501c3 organization and writing polished proposals to earn grant money. The duties include researching deadlines, drafting grant requests, and submitting reports for approval. You can make your own hours but they must be sufficient to handle the workload. You will work closely with the Budget and Finance Expert Team Lead.

Key Responsibilities:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Collaborate with and obtain approved speeches from the Public Speaking Lead
- Nurture relationships with volunteers, and research and expand our network.
- Track and provide updates to the Budget and Finance Expert Team Lead monthly

Qualifications/Skills

- Certification, course completion or experience in grant writing
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers
- Proven skills in networking, and outreach (or willing to put in the time and have interest)
- Ability to work independently and asynchronously in a remote environment
- Ability to keep confidentiality

Job Type: Part Time or Full Time

Pay: Volunteer-No Pay

Work Location: Remote and In Person