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Non-profit 501 (C) (3)

Position: Volunteer Grants and Fundraising Assistant (VGFA)

Reports to: Grant & Fundraising Committee Chair

Organization: Racial Unity Team New Hampshire

Location: Remote Virtual Position

Forward-thinking, non-profit organization that works promoting racial diversity, equity and inclusion in New Hampshire is looking to recruit a part-time Volunteer Grant and Fundraising Assistant to work as member of the Grant & Fundraising Committee. The selected volunteer must have some grant writing and fundraising knowledge and be willing to work in a committee setting.

The main duties, tasks, and responsibilities of the part-time Volunteer Grant and Fundraising Committee member is provided below:

Overall Position Purpose:

- Providing support to the Grant and Fundraising Committee in fulfilling grant requirements and improving fundraising strategies.
- Strengthen grant management program, donor relations, and donor portfolio.
- Support role in exploring new grant and fundraising opportunities.
- Work with other committee members in helping to meet the financial needs of the organization.
- Assist in responding to any follow-up requests or questions before or after meeting.
- Manage digital files by uploading and organizing grants-related materials that include but are not limited to the following: reports, proposals, research, assessment, evaluation, agreement documents.
- Keep track of grant applications; monitoring of funding opportunities; and, preparing of requirements for new applications.
- Maintain and organize fundraising-related materials such as but not limited to photos and stories from prior fundraising efforts.
- Identify and inform the committee about opportunities from development donors and philanthropic organizations in the region.

To inquire about this volunteer position submit your resume by email to joy.racialunityteam@gmail.com.