

Job Description:

Grant Writer

This is a Volunteer Position - minimum 10 hours per month

We are looking for an experienced Grant Writer who can help research and identify funding for our organization. This position will be responsible for coordinating the grant application process by writing coherent, organized and compelling proposals. To ensure success you must have relevant knowledge of fundraising and be committed to our mission, vision and values.



RESPONSIBILITIES

- Work with other coalition leaders in identifying grant funding opportunities
- Track and create a calendar/chart of grant opportunities – including deadline dates, required materials, etc.
- Writing, completing, and submitting grant proposals to secure funding
- Maintain calendar/chart of applications: including grants applied to, status of application and grant deadline
- Ability to understand the needs of our organization and the organization that is offering the grant money

SKILLS AND QUALIFICATIONS

- Excellent organizational skills, including multitasking, time management, and attention to detail
- Strong communication skills, both verbal and written
- Excellent Grammar and clarity in your writing
- Self motivation, enthusiasm, and a willingness to learn
- Ability to meet deadlines

Our ideal candidate would be organized, an effective communicator, a connector, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Vision and Mission:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Its mission is to bring together

community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>