



Volunteer Position Description

GRANT WRITER

Volunteer Position Overview:

The Grant Writer will assist in identifying funding opportunities and drafting grant proposals to support New Birth's programs and initiatives. This role is ideal for individuals with strong writing skills and a passion for mission.

Key Responsibilities:

- Research potential opportunities from foundations, corporations, and government entities.
- Draft compelling grant proposals and supporting documents.
- Collaborate with program staff to gather necessary information for proposals.
- Maintain a calendar of grant deadlines and ensure timely submissions.
- Assist in drafting reports for existing grants as required by funders.

Qualifications:

- Excellent written and verbal communication skills.
- Ability to understand and convey New Birth's mission and programs.
- Previous experience in grant writing or fundraising is a plus.
- Proficiency in Microsoft Office Suite and familiarity with grant databases.
- Strong research abilities and attention to detail.
- Must complete volunteer onboarding, background check, and any church-required training

Candidate Competencies:

- A committed Christian who supports the mission, vision, and values of the church.
- Servant-hearted with a collaborative spirit.
- Strong interpersonal skills with a passion for building relationships.
- Excellent communication skills and a proactive, results-oriented approach.

PROFESSIONAL VOLUNTEER

The engagement as a Volunteer is not considered employment and the Volunteer is not entitled to any compensation or other employment benefits.

Submit resume to: PROVOLUNTEERS@NEWBIRTH.ORG

Those whose qualifications most closely align with our needs will be contacted to move forward in the selection process.

No phone calls will be accepted.