



P.O. Box 26182 • Lansing, MI 48909
517.483.6680
www.TriCountyTRIAD.org

A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Grant Writer

(Insert blurb about TRIAD)

Position Title: Grant Writer

Position Description: Grant Writer will work closely with the Board of Directors to research, identify, complete, and submit grant applications. Responsibilities include: research and identify grant opportunities, track and create calendar of grant opportunities, complete and submit grant applications, and communicate with potential funder as needed.

Qualifications: Demonstrated experience obtaining grants for non-profits, excellent verbal and written communications, strong interpersonal skills, detail oriented, adaptable, and organized, and excellent computer skills.

Hours: Hours vary depending on current grant opportunities.

Reports to: Board of Directors

Start Date: Ongoing

End Date: Ongoing

To Apply: No need to send us your resume! Please just send us an email (or letter) telling us about you and why you are qualified for this position.