



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

A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Grant Writer

Tri-County TRIAD, formerly Ingham County TRIAD, was established in the late 1980's shortly after the National Association of TRIADs was created. TRIAD is not an acronym. The three triangles symbolize a collaboration of law enforcement and fire personnel, older adults, and community. TRIAD's mission is to promote older adult safety and reduce the fear of crime that older adults often experience. Our local chapter is an all-volunteer organization that enriches the life of older adults through education, outreach, and our annual event No Senior Without Christmas.

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.