

SAMPLE VOLUNTEER POSITION DESCRIPTION
CHAPTER/UNIT NAME

Location	
Position Title	Grant Writer
Purpose	Assist and support Red Cross services and programs by writing grants to fund specific projects
Key Responsibilities	<ul style="list-style-type: none"> • Willingness to support Red Cross Mission • Research resources for potential grants • Provide knowledge/skills to financial development staff in grant writing • Prepare materials for a designated funder based on application guidelines •
Relationships	Working with chapter/unit financial development employees and volunteers
Qualifications	<ul style="list-style-type: none"> • Knowledge or interest in learning grant writing • Detail oriented • Computer skills • Access to internet for research
Training	<ul style="list-style-type: none"> • Orientation to American Red Cross • On job training in grant writing
Appointed by	Chapter/Unit Chair and/or Director of Financial Development
Reports to or Partners with	Chapter/Unit Chair and/or Director of Financial Development
Length of Appointment	Minimum 1 year, renewable. Once trained may remain active as long as required training is updated
Time Commitment	Short term projects available, 3-8 hours/week optimal. Can work from home.
Development Opportunities	<ul style="list-style-type: none"> • Be a valued team member of Red Cross that funds services and programs • Work from home • Learn grant writing skills

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date

Revised date _____