



Grant Research Volunteer

Responsibilities

- Search out new grants on the local, state, national, and international level that relate to OpenWorld Learning and its mission.
- Prepare brief reports- a few paragraphs- explaining the grant including relevant information, requirements, and general thoughts on the grant. Send to OWL's development team once ready.
- Update OWL's grant database as necessary.
- If approved, the development team may have volunteer write the grant Letter of Intent and complete application as well.
- Log grants and their status into our donor database for future reference.

How it Helps OpenWorld Learning

- As a relatively small nonprofit, OWL is constantly on the search for funding from a variety of sources to best keep our programming going and improving from year to year. Our development team already has a good number of grant of which we are regular applicants and receive many, but more is always better. As such, it would be a great load off the development team's shoulders to have a dedicated volunteer researching, recording, and potentially, applying to grants on behalf of OWL. This extra funding allows OWL to offer competitive salary, remain an employer of choice, open up new school locations, and create a stronger program to benefits low-income students all over the Denver Metro Area.

Training and Requirements

- A background check is mandatory for all OpenWorld Learning volunteers.
- An interview and brief training regarding the history and mission of OWL are required so volunteers are knowledgeable enough to share basic information about the organization with interested parties.
- Strong writing and research abilities.

- Goal driven Undergraduate or Graduate students preferably with non-profit or other volunteer experience, or a desire to gain such experience.
- A background in development or fundraising work is preferred but not required.
- Consistency, though not required, is strongly preferred.