



Job Description

Job Title: Volunteer Grant Writer

Department: Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide case management services to the local community (Southern Maryland) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People
- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: www.dsfinc.org (This website is currently under construction)

Summary:

The grant writer will compose research proposals and complete the application process required to secure funding from grant agencies or other organizations. The grant writer must be experienced supporting nonprofit organizations and must be successful at obtaining funding for various projects, services, goods or other needs for the organization.

Essential Duties and Responsibilities:

- Research and find potential grant opportunities.
- Write and submit grant proposals.
- Fulfill requirements requested by funding entities to be considered for grants.
- Work with key stakeholders of an organization to identify funding needs.
- Stay up-to-date and organized on DSF, Inc's programs and history.
- Provide potential grant funders with all required documentation.
- Maintain records related to grant proposals between potential funders.
- Perform other duties as assigned.

Requirements:

- A minimum of 3 years grant writing experience
- Attention to detail
- Excellent written communication skills
- Computer research skills
- Project planning and management skills
- Data analysis skills
- Organizational skills
- Interpersonal skills