**Volunteer Grant Writers**Grants are a critical part of fundraising for Jamestown in its recovery efforts after the September floods. Grants may be for individual residents or for the town as a whole. We are seeking volunteers with writing experience, preferably journalism, grant writing, or technical writing to function as Grant Writers. Individuals will assist the Grants team lead in preparing applications for various grants as they become available. If no grant writing experience, some training and guidance will be provided.

**Ideal Volunteer**: Will possess strong writing skills, and be able to follow instructions precisely.  A general understanding of the grant application process is desired but not necessary. For residents’ grants, this volunteer role also requires confidentiality and strong interpersonal skills, including tact, patience, and understanding to work with residents who have experienced a significant trauma. This volunteer will not be engaged in manual labor. The main tasks of the Grant Writers may vary depending on whether it is a resident or town grant, but could include:

* Having a solid understanding of the application requirements.
* Scheduling appointments with residents or relevant town representatives.
* Interviewing the resident or town representatives to gather information.
* Assisting the resident or town representative in completing all information required on the application form, if any.
* Writing a compelling narrative from the information gathered.
* Distributing a draft of the narrative to the resident or town representative for review; discussing comments, if necessary, and then inputting revisions.
* Identifying and ensuring inclusion of any relevant or required information or attachments.
* Following through and ensuring that the application package is complete, including completed form (if any), written narrative, and relevant attachments.
* Ensuring that the application package is submitted within the required timeframe—assisting residents, if necessary.

**Time Commitment:**Schedule will vary depending on the specific grant deadlines. Meetings with residents or relevant persons will require scheduling and probably meeting offsite, but grant writing can be done at the writer’s site.

Interested volunteers should contact [nina.andaloro@jamestownco.org](mailto:nina.andaloro@jamestownco.org) for an interview.