



Grants Coordinator

The Grant Coordinator is part of a team responsible for locating and applying for grants on behalf of Plugged In. Duties include the grant writing, completing grant-specific reports, and researching the availability of both public and private grants.

- Grant research - identify new grant opportunities
- Grant writing
- Manage grant calendar
- Grant reporting
- Work with board of directors to identify program needs grants can fill
- Support Fundraising team to generate Annual Report
- Work with Board Development Committee

Volunteer Term: minimum 1 year

Average Weekly Commitment: 2-3 hours

Reports to: Executive Director