



CIRCLE OF PEACE INTERNATIONAL

Grant Writer

Position summary: Research, writing, submission, and oversight of grants awarded to COPI. The Grant Writer serves on the Fundraising Team and reports to the Director of Development.

Responsibilities:

- Attend monthly Team meetings.
- Work with the Development Director and Board of Directors to identify needs for which grants would be helpful.
- Research possible funding agencies and investigate the likelihood that they would fund the project being proposed
- Submit grants, keeping track of deadlines and requested supplementary materials.
- Follow up with funders in a timely manner.
- Once grants are received, work with the Development Director and board to ensure that all terms of the agreement are being carried out and reports are submitted on time.

Skills:

- Excellent writing ability
- Access to grant databases
- Computer savvy
- Detail oriented
- Ability to take direction as well as think for oneself
- Good judgment, problem solving, and decision making skills

Requirements:

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.
- At least a 12-month commitment is required.

Experience working with a nonprofit a plus.