

Volunteer Position:

Seeking a Grant Writing intern that can work independently. Geist Orchard Cooperative Preschool (GOCP) grant writer is responsible for developing and writing grant proposals to grant-making organizations and will effectively communicate GOCP's mission and programs to potential funders. The grant writer will assemble and submit grant requests, establish and maintain personal contacts with granters, conduct prospect research and maintain a calendar of submission and important deadlines.

The position requires someone with excellent research, writing, and communication skills, is self-motivated, organized, thorough and timely. The candidate is requested to have his/her own laptop and communication tools. Time commitment 4-8 hours weekly. In return for volunteer hours, the benefits to the candidate may include: job reference letter from the Board of Directors, experience gained while working on various projects, networking opportunities, and current resume entry.

Responsibilities:

- Work with Board of Directors to develop and implement an annual development plan/strategy to increase annual grant income
- Develop/write grant proposals to foundations and grant-making organizations, persuasively communicating GOCP's mission and programs to potential funders
- Assemble/submit grant requests, including letters, proposals and budgets
- Conduct prospect research
- Report progress in grant research, grant submission and outcome to team

About GOCP

Geist Orchard Cooperative Preschool is established to provide a developmentally appropriate program for children; meeting their social, emotional, intellectual and physical needs. It also assists in the education of the parents through classroom participation and parent educational programs. The Corporation supports the goals and abides by the Standards of the Indianapolis Council of Preschool Cooperatives (ICPC). The money raised allows us to fund music enrichment, programming and operating costs. For more information about GOCP visit our website www.geistorchardcoop.com