

## Volunteer Grant Writer

[The Fraser River Discovery Centre](https://fraserriverdiscovery.org) (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia, through exhibits, education programs, and special events. We are looking for a volunteer with excellent writing skills to join the FRDC team as a **Grant Writer**.

### Summary:

Under the direction of the Executive Director, you will be responsible for identifying grant opportunities and assisting with the grant development and proposal process. The volunteer position requires researching potential grant applications for their relevance to the FRDC and will involve writing compelling, strategic applications in a timely manner to meet grant deadlines.

### Responsibilities:

- Collaborate with program managers and stakeholders to understand the organization's projects, goals, and financial needs for grant applications.
- Research and identify grant opportunities from foundations, corporations, and government agencies that align with our mission and projects.
- Write, edit, and proofread grant proposals, letters of inquiry, and other fundraising materials in alignment with grant requirements and guidelines.
- Help maintain an organized grants calendar for tracking application deadlines.
- Gather and synthesize relevant data, statistics, and impact metrics to support grant applications and demonstrate our organization's effectiveness.
- Assist in following up on grant submissions, engaging with funders as necessary, and providing timely reporting on grant-related activities.

### Time Commitment:

- Please commit to at least 6 months of volunteering at the FRDC.
- Be available for at least one 2-hour volunteer shift per week.

### Requirements:

- Passion for nonprofit work and a strong commitment to creating positive social impact.
- Excellent writing and editing skills, with the ability to craft compelling grant proposals.
- Detail-oriented mindset and the ability to manage multiple grant applications and deadlines.
- Ability to conduct thorough research and identify suitable grant opportunities.
- Strong communication skills and the ability to collaborate effectively with diverse teams.
- Proficiency in Microsoft Office Suite, particularly Word and Excel.
- Understanding of nonprofit programs, impact assessment, and budget development.
- Must be able to participate in an in-person interview and orientation.
- Must consent to a Criminal Record Check.

### General Volunteer Benefits:

- Free admission to the FRDC over the course of your placement.
- 15% off at the FRDC gift shop.
- Gain work experience to add to your resume!
- After successfully completing your volunteer service, you will receive a Letter of Reference and Proof of Completion Letter.

For more information, please visit <https://fraserriverdiscovery.org/becomeavolunteer/> or email [volunteer@fraserriverdiscovery.org](mailto:volunteer@fraserriverdiscovery.org)

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