

Volunteer Grants Coordinator

Remote



Summary

The volunteer Grants Coordinator is responsible for overseeing grant funding for Ten Lives Cat Rescue. The key functions of the Grants Coordinator include:

Duties & Responsibilities

- Research and organize grant opportunities.
- Collaborate with team leaders to identify funding needs to support the mission of Ten Lives Cat Rescue.
- Draft grant proposals that further the mission of the rescue.
- Draft grant reports according to funding guidelines.
- Onboard and support volunteer grant writers.

Qualifications

- Access to computer and cell phone.
- Ability to respond to emails within 48 hours.
- Excellent writing skills.
- Previous experience with grant writing is a plus.
- Experience with Gmail and Google products is a plus.
- Commitment to the values and mission of Ten Lives Cat Rescue.
- The estimated time commitment is 1-2 hours per week. This time will vary depending on grant workload.

Benefits

- Volunteer with a dedicated group of individuals who are passionate about improving the lives of cats in our community.
- Yearly volunteer appreciation party.
- Help provide vital services to more than 500 cats annually!

About Ten Lives Cat Rescue

Ten Lives Cat Rescue is a 501(c)(3), nonprofit organization located in Rhode Island. Our foster-based program is 100% volunteer-powered and community supported. Annually, Ten Lives provides services to over 400 unowned and 150 owned cats. Since 2018, Ten Lives Cat Rescue has improved the lives of over 2,000 cats!