



"...From Surviving To Thriving"

Fundraising and Events Associate

Bridge to Freedom Foundation

<http://www.bridgetofreedomfoundation.org/>

Founded in 2008, Bridge to Freedom Foundation is a nonprofit charitable foundation based in the Washington, D.C. metropolitan area. The mission of Bridge to Freedom Foundation is to enhance the services and opportunities available to survivors of modern slavery. We do so by connecting for-profit corporations, community groups, educational establishments and the general public in the support and development of these victims.

Bridge to Freedom Foundation offers the unique opportunity to launch a new organization. We seek bright, motivated, and socially aware individuals to bring their skills and expertise to our organization. We offer flexible volunteer hours, educational and training opportunities, and the ability to network within D.C.'s nonprofit community.

We currently seek an experienced, part time volunteer foundation grant writer to join our development department.

The grant writer will provide support to the BTFF's fundraising activities through the research, development, submission and tracking of foundation grants. The grant writer will be charged with directly contacting grantors to request updated information and deadlines; working with other staff to compile required materials; writing and revising all grant proposals; timely submission of grants and follow-up. Responsibilities include researching prospective grant opportunities for BTFF's capacity building, personal development program, professional development program, research and funding opportunities for the department of evidence-based programming and fellowship program, outreach projects and general operating support.

Position/Title: Grant Writer - Foundations

Goal of Position: To assist in the daily fundraising activities and organizational development, allowing for individual growth, knowledge and skill development to be attained furthering a career in the human rights field or non-profit fundraising and events management.

The responsibilities of the Grant Writer include (but are not limited to):

- Research, development, submission and tracking of foundation grant proposals
- Maintaining a calendar of funding opportunities.
- Responding to enquiries regarding our current funding objectives and proposals, as well as general donor enquires and requests.

Desired Qualifications:

- Bachelor's degree in Social Services, Public Affairs, Library Science/Research, Business Administration, Mass Communication or related field
- Minimum of 2 years grant writing or contract administration experience with a proven track record of funded proposals.
- Excellent writing and computer skills (Microsoft office-word, access, power point, excel)
- Database management skills
- Be highly organized with the ability to implement systems and follow up processes
- Is able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous
- Enthusiasm for learning about modern slavery and the workings of a start-up non-profit

Timeframe:

Length of time/duration: Start and end dates are flexible, however a commitment of 3 months is requested.

Estimated hours: Volunteer position hours are flexible and are available on a full or part-time basis; however a minimum of 15 hours per week is suggested.

Scheduling: Scheduling is flexible and may vary based on organizational events and project deadlines.

Training Required: An initial week of training and orientation will be provided in order to acclimate interns to Bridge to Freedom Foundation's mission, goals and programs, as well as our staff and volunteers.

Location: Our office is located in Fairfax, VA, however it is not required that the grant writer works daily from our office and much of the positions responsibilities and duties can be done virtually. Time in the office versus virtual office hours will be established on an individual needs basis and may vary weekly.

Benefits: Although positions are unpaid BTFF will provide local transportation costs.

To Apply: Interested applicants should send a cover letter outlining why you are most qualified for the position, application form and a current resume to Cassandra Clifford at info@btff.org.