

Full Job Description

Overview : **Bridges to Recovery**, we are funded by a grant from Health Resources & Services Administration through the non-profit Marinette County Group Home Association, Inc. We help serve those struggling with addiction and support recovery efforts in the communities of Marinette County, Wisconsin and Menominee County, Michigan. We are here to help guide people through the recovery community by connecting them with others in recovery and providing access to area support services. At Bridges, we understand that recovery looks different for everyone and meeting people where they are at, allows people to recognize their own strengths to create a new life with meaning and purpose.

Responsibilities as a Grant Writer / Grant Writing :

The duties include but are not limited to:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research and surveillance for outside grant opportunities, from government and non-government agencies.
- Communication of identified grant opportunities.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Coordinate with the finance team to build grant budgets.
- Submit proposals to the Project director in charge for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Support the maintenance of the grants submission calendar and provide regular updates on grant activities and deadlines.
- Maintain records manually and electronically and submit reports related to grant opportunities.
- Performs related duties as assigned.

Skills

- 2 years experience or degree in grant writing, technical writing, or other related field.
- Strong research skills and knowledge of information sources.
- Multitasking, organizational and time management skills.
- Ability to handle confidential matters with utmost integrity.
- Ability to study and understand programs and funding requirements of the organization.
- Working knowledge of computers.
- Strong Written and Verbal Communication Skills.

Schedule:

- Volunteer / non-paid Internship
- On-Site
- Minimum 8 hrs per week

Benefits: Upon successful completion

- Experience Certificate
- Recommendation Letter