



Volunteer Grant Writer

The [Refugee Translation Project](https://www.refugeetranslation.org/) is a nonprofit that provides free professional document translation support to refugees seeking asylum and other immigration relief. Our services are always free to refugees to ensure that translation costs are not a barrier to the immigration process. By relieving this financial burden, we enable refugees to focus their limited resources on making a new home and building a new life.

In this unpaid position, the Volunteer Grant Writer will have the opportunity to develop professional grant writing skills, learn about the immigration system, and work closely with the directors of the Refugee Translation Project.

Volunteer Grant Writer Responsibilities:

The Volunteer Grant Writer is a part-time, fully remote position that reports directly to the Director of Operations and Development, an experienced grant writer. The Volunteer Grant Writer will be responsible for the full range of activities needed to develop persuasive proposals for grant requests, including managing and supporting research, writing, and coordinating the grant application process.

The Volunteer Grant Writer duties will include:

- Writing high-quality grant proposal narratives, applications, and supporting documents
- Researching and collecting data on each grant
- Managing the proposal submission process to ensure timely submission of all required materials
- Developing and maintaining a proposal calendar
- Coordinating and following up on the progress of submitted proposals
- Developing an annual grants strategy
- Conducting prospect research to identify, cultivate and solicit new grants

Experience/Qualifications:

- Completion or enrollment in a grant writing course
- Personal passion for immigrant rights and a commitment to helping refugees from marginalized communities
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Experience in the field of immigration, refugees and human rights a plus

Hours: 5-10 hours a week

Pay: This is a volunteer position

To apply, please email resume and brief cover letter to info@refugeetranslation.org