

Position Description

Grant Researcher

This agreement sets the terms and understanding between the Social Media Manager and the SAFE Bar Network to manage the SAFE Bar Network's social media.

Background

The SAFE Bar Network is a nonprofit organization whose mission is to prevent sexual harassment and assault. The SAFE Bar Network achieves this mission by partnering with bars and other alcohol-serving venues to create a workplace culture focused on using active bystander skills to prevent sexual harassment, and sexual assault, and give customers and employees a safe night out.

Purpose

With the support of the SAFE Bar Network, the Grant Researcher will look for grants – as well as other sources of funding – that SAFE Bar Network is eligible for. (~10 hours per week)

- Review funding priorities for 5 foundations and/or philanthropists per week.
- Evaluate each potential funder to determine if their funding priorities match our mission and outcomes.
- Complete an entry for each potential funder on the Potential Funders and Grants Calendar spreadsheet.
- Meet weekly with the Executive Director.

The above goals will be accomplished by undertaking the following activities:

SAFE Bar Network

- Share the SAFE Bar Network's mission, vision, values, outcomes, and impact.
- Meet weekly with the Grant Researcher to set priorities for the coming week.
- Answer questions and provide feedback to the Grant Researcher

Grant Researcher

- Identify 5-10 foundations and/or philanthropists to review each week.
- Review the potential funders' mission, vision, and funding priorities.
- Contacting potential funders for additional information.
- Contacting foundations and/or philanthropists that may provide grants but do not advertise it.

- Determine if the SAFE Bar Network's work meets the funding requirements and priorities of the potential funder.
- Track funding opportunities in terms of their value, the application, the deadline, the prerequisites necessary for applications, and other grant-related details
- Complete an entry for each potential funder on the Potential Funder spreadsheet.
- If the SAFE Bar Network's work aligns with the funding requirements and priorities complete an entry on the Grant Calendar
- Meet weekly with the Executive Director to determine priorities for the week and share updates.

We are looking for someone with:

- Strong research skills and the ability to identify potential funding opportunities.
- Excellent written communication skills.
- Attention to detail and organizational skills.
- Ability to work independently and as part of a team.

Reporting

The SAFE Bar Network expects the Grant Researcher to review at least 5 potential funders a week. The SAFE Bar Network expects 20% of the potential funders reviewed to be aligned with our work and be added to the Grant Calendar.

The Grant Researcher will report to the Executive Director.

Compensation

The SAFE Bar Network will compensate the Grant Researcher \$15 per hour.

Apply

To apply please send your resume and a brief cover letter describing your relevant experience and interest in the position to Haleigh Harrold, hharrold@safebarnetwork.org