



Grand Valley Equine Assisted Learning Center

Lead Grant Writer

Job Description

This position is on a volunteer basis at this time. Grand Valley Equine Assisted Learning Center is a non-profit equine facility that is based on a three-pronged approach; all types of therapies utilizing horses will be offered, educational programming associating horses will be offered, and research supporting the relevance of this work will be conducted. Grants play a major contributing role to functioning of non-profits like GVEALC. They provide necessary capital monies, assist in essential equipment purchases, and can lead to property purchases. Grants can also assist in sending volunteers and staff to much needed trainings and continuing education classes. The successful candidate must have grant writing experience along with knowledge of where to look for and apply for grants both locally and nationally. Strong written language skills are a must accompanied with good organizational capabilities. Please find below a list of responsibilities for this position:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Research foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with GVEALC Secretary/Treasurer to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with GVEALC Historian to provide regular written updates (newsletters etc) to corporate and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for GVEALC Co-Founders with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Assist with other fundraising projects as requested.
- This position reports to the GVEALC Co-Founders.