



Organization: Friends In Deed

Title: Grants Assistant

Location: Remote

Status: Non-exempt (hourly), Part-Time 8 hours per week

Hourly Rate: \$32

About Friends In Deed:

Friends In Deed (FID), a social services agency celebrating its 130th anniversary in 2024, focuses on reducing and preventing homelessness and alleviating the effects of poverty for the community's most vulnerable citizens. FID operates five programs: Food Pantry, The Women's Room (a day shelter for homeless and at-risk women), Street Outreach and Housing, Bad Weather Shelter, and Eviction Prevention and Rental Assistance. Friends In Deed is committed to providing compassion, connection, and dignity for all clients experiencing times in their lives when they need assistance most.

About the Position:

Friends In Deed is seeking a Grants Assistant to support our Grants Officer, Marty Campolo, with various tasks related to fundraising and research. This position is ideal for someone with strong online research abilities and proficient writing skills. The Grants Assistant will play a key role in identifying funding opportunities, drafting materials, and contributing to the grant application process.

Primary Responsibilities:

- **Research Funding Opportunities:**

- Conduct online research to identify potential grant opportunities for Friends In Deed (Using Grant Station database and other funding resources).
- Track relevant private and government funding sources that align with the organization's mission and goals (using GrantHub database).
- Compile reports summarizing funding opportunities for grant officer's review.
- Stay informed about current trends and best practices in the homelessness sector, filing relevant articles.

- **Drafting and Editing:**

- Update boilerplate answers for grant proposals, including program summaries and details (e.g. services offered, numbers served, demographics, intake processes).
- Assist in drafting sections of grant proposals as needed, ensuring they align with donor requirements.
- Help edit and proofread documents for clarity, consistency, and accuracy.

- **Collaborative Support:**

- Work closely with the Grants Officer, Marty Campolo, to align research and writing with grant application strategies.
- Assist with organizing and maintaining a calendar of grant deadlines and follow-up tasks.
- Support Marty in other grant-related tasks, including tracking grant progress and reporting requirements.

- **Administrative Tasks:**

- Assist with general administrative tasks related to grants, such as organizing documents and maintaining records.

- Help with data entry and preparation for grant application submissions.
- Perform additional duties as required to support the Grants Officer.

Qualifications:**• Experience and Skills:**

- Proven experience in online research.
- Strong writing and editing skills, with the ability to draft clear, concise, and compelling materials
- Familiarity with the nonprofit sector and understanding of homelessness issues is a plus, but not required.
- Excellent organizational skills, attention to detail, and ability to manage multiple tasks.

• Work Schedule:

- This is a remote position with flexible hours, requiring 8 hours of work each week.
- Marty, the Grants Officer, works remotely from Cincinnati, OH, on Mondays, Tuesdays, and Thursdays from 9 a.m. to 5 p.m. (EST) and the Grants Assistant is welcome to choose a work schedule within these hours to meet the weekly 8-hour commitment.

How To Apply:

Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Friends In Deed recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore, we encourage candidates with some or most of the qualifications to apply.

Please send a resume and cover letter to Marty Campolo at martyc@friendsindeedpas.org

Application Deadline:

Friday, February 28, 2025

Anticipated Start Date:

March 2025

Friends In Deed is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. We embrace and celebrate the spectrum of our employees'/volunteers'/clients' age, color, ability or disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, neurodiversity, and other characteristics that make our employees/volunteers/clients unique.