

Volunteer Position Description

Position Title: Grant/Donor Information Researcher

Purpose: To support the Autism Society of Colorado in researching possible funders to ensure the success of the organization.

Location: ASC office or remotely from home.

Key Responsibilities:

- Research possible grants from foundations or federal/state/local government that align with ASC's mission and/or programs.
- Using the developed prospect list, research their contact information and add to spreadsheet as well as a possible contact person. (Discuss further with ASC Staff or Board).
- Other tasks as needed.

Responsible to: ASC Staff and/or Board of Directors

Time Commitment: Minimum of 3 months; Schedule can vary 1-2 hours/week

Qualifications:

- Working knowledge of Excel
- Previous grant-writing experience (preferred)
- Clear understanding of ASC's mission and programs.

Support: Initial training and ongoing support to be provided by ASC Staff and/or Board

Dress Code: Business casual in office

To apply: Go to www.autismcolorado.org, under Help Now select Volunteer. Click on the Volunteer Application link. Complete and return to Erica Hostetler, MSW at ericah@autismcolorado.org