



*Empowering people on their healing journey with science, wisdom and compassion*

**Job Title:** Grant Researcher/Writer

**Job Description:** The Grant Researcher/Writer will research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs. You will be responsible for developing and writing grant proposals that persuasively communicate the Healing and Cancer Foundation's mission and programs to potential funders. Maintain a calendar of organizations deadlines and our submissions.

**Expectations and Responsibilities:** Reporting to the Director of Volunteers, you will develop and implement an annual plan/strategy which will increase the grant income to ensure we can fund the programs and operations of HCF.

- Write grant proposals to foundations and organizations, persuasively communicating our mission and programs to potential funders
- Write and submit the grant requests, including letters, proposals, and budgets
- Research prospective funders
- Meet with the CEO and Director of Operations quarterly to report progress in grant research, grant submission and outcome.

**Time Requirements:** This is an on-going role that initially requires 2 -3 hours per week for 3 months, and reducing down to 1 – 2 hours per week. The aim is to increase our profile and raise the required annually funding.

**Skills and Qualifications:** Known for your passion, enthusiasm, and professionalism, you have the ability to deliver results. You are a dedicated, self-motivated, friendly, authentic and caring person and have a passion for contributing your talents and time to enhance individual and community wellbeing, and you have the time available to make Healing and Cancer a priority.

This volunteer position requires someone who has excellent research, writing, and communication skills, is self-motivated, a team player, reliable, and organized.



**Orientation and Training:** There will be a one-hour orientation and training session with Dr. Rutledge and Maureen Holmes. You will be given an overview of the Foundations purpose, mission, values, programs and goals. Followed by an overview of your role and how it fits within HCF.

**Benefits and recognition:** This exciting and fulfilling role will allow you to gain valuable experience in social media as well as an insight into the non-profit and healthcare sectors. You will be a key factor in helping people who have been given a cancer diagnosis learn from the experience and wisdom of Dr. Rutledge and Timothy Walker PhD.

**Job Location:** Orientation will be in person or via Google Hangouts. The weekly work can be carried out from your home.

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