



## Grant Researcher Job Description

As 100% of donations are used to aid Beneficent's clients, our organization will require external sources of funding to support operating costs. This is where the grant research team will play an integral role in helping their community attain much-needed services in debt relief and financial counseling. The grant research team will look for grants – as well as other sources of funding – that Beneficent is eligible for. The grant researcher will be expected to track these grants in terms of their value, the application deadline, the prerequisites necessary for applications, and other grant-related details that will be covered in the responsibilities section.

### Responsibilities

The grant researcher's duties include, but are not limited to:

- Creating an organized matrix of grant information, including:
  - Deadlines
  - Grant requirements
  - Amount of funding offered
  - Contact info (if provided)
- Maintaining timely communications with the grant team and executive team
- Contacting grant providers for additional information
- Contacting non-profits that may provide grants, such as United Way, but do not advertise it
- Prepare grant templates
- Complete grant applications with the help of Directors if required

### Qualifications

- Adept at conducting an online search for grant information
- Strong verbal and written communication skills
- Previous experience in grant writing and/or research an asset
- Articulate; capable of explaining Beneficent's mission to prospective funding partners and building trust
- Knowledge of fundraising information sources
- Some ability to develop and monitor a budget
- Previous experience in non-profit fundraising an asset

**If interested, please apply online at <http://beneficent.cc/volunteer/> and check the “administrative” box. Please also indicate in the qualifications box that you would like to work as a grant researcher.**