Grants Volunteer

The National Kidney Foundation of Wisconsin (NKFW) is a statewide nonprofit health charity headquartered in West Allis. Employing two full-time staff, the NKFW is recruiting volunteers to assist with activities that will help to build the capacity of the organization to offer relevant community outreach services and critical patient education programs.

The Grants Volunteer position is intended to assist with identifying grant opportunities and supporting proposal development. Volunteer activities may include:

- Researching public and private grant and corporate sponsorship opportunities
- Developing program summaries
- Conducting relevant research and data analysis to support grant applications
- Maintaining the annual grant-making calendar/timeline for applications
- Preparing supporting proposal materials and reports

This is an excellent opportunity for an individual in transition from full-time employment to part-time employment or between careers.

Requirements/Attributes:
- Experience in business, communications, public relations, or journalism preferred
- Excellent writing, verbal, proof reading, editing, and professional phone and email communication is required
- Flexible and self-motivated
- Detail-oriented, with the ability to prioritize under deadlines
- Proficient in Microsoft Office products, specifically Word and Excel, as well as Internet Search tools
- Previous experience in research and/or grant writing helpful
- Prior work/volunteer experience in nonprofit organizations is preferred

Time Commitment: Flexible hours, 10-15 hours/week. Able to work from home, with own computer, network access, telephone, video conferencing, preferred

To Apply:
- Forward resume or cover letter outlining:
  - nature of interest in this opportunity
  - relevant education and experience
  - connection to cause or interest is assisting the National Kidney Foundation of Wisconsin
  - references who can share perspectives relevant to this opportunity

Send to info@kidneywi.org

The National Kidney Foundation of Wisconsin (NKFW) is committed to improving public health and reducing the impact of chronic kidney disease in Wisconsin. Through its awareness and prevention campaigns; educational offerings; kidney health screenings; professional education programs; organ and tissue donor awareness events; and advocacy initiatives the NKFW is known as the leading promoter of kidney health and organ donation in Wisconsin. Incorporated in Wisconsin in 1968, the NKFW offers free educational and screening programs, a local helpline, services and support for dialysis patients, transplant recipients, living donors, individuals who are at-risk or waiting for a transplant, family members and healthcare providers.

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