



JOB DESCRIPTION – GRANT RESEARCH VOLUNTEER

The Community Resource Center (CRC) creates opportunities, tools, and strategies to develop nonprofits and community groups to strengthen Colorado. We are a mission driven nonprofit that offers a continuum of services throughout the state of Colorado. CRC is seeking Research Volunteer. The Research Volunteer will play an important role in ensuring that the *Colorado Grants Guide*, Colorado's leading online tool for nonprofit funding research, is accurate and up to date. This is an excellent opportunity to gain in-depth knowledge about the giving priorities and application processes of hundreds of funders.

Title:	Grant Research Volunteer
Responsible to:	Research/Copy Editor
Start Date:	Any time
End Date:	Ongoing
Hours:	3-5 hours per week for maintenance research
Compensation:	Volunteer

Job Duties

- Work as part of a team that researches, develops, and publishes the *Colorado Grants Guide*
- Using a variety of resources, efficiently research foundations, corporations, and governmental agencies that make grants to Colorado nonprofit agencies and are not currently listed in the *Colorado Grants Guide* and to research and update those funder profiles currently in the *Guide*
- Accurately enter data of researched funders into template while maintaining a consistent writing style

Requirements

- Attention to detail
- Ability to effectively communicate and to work independently
- Ability to meet deadlines
- Excellent organizational skills
- Effectiveness in task and time management
- Proficiency with the internet
- Experience researching on the internet; creatively researching to locate information
- Ability to enter data accurately and efficiently per an established style sheet
- Expert understanding of spelling, grammar, and punctuation
- A good sense of humor and the ability to get along with many types of leaders
- Agreement with and commitment to CRC's mission and values

Application Process

Please complete and return the attached application to Research/Copy Editor Marianne Piech.

- Mail to 444 Sherman St, Ste., 102, Denver, CO 80203 or
- Fax to (303) 623-1567 or
- Email to piech@crcamerica.org

Work Schedule/Location

- CRC's office is located at 444 Sherman , Ste. 102 in Denver (Speer & Sherman, in the Red Cross Building) and accessible by public transit. There is also free parking available for CRC visitors.
- Much of the research project can be done off-site or at CRC. However, orientation and training for Research Volunteer will be held at CRC's office at a date and time to be determined.

Incentives and Compensation

Although this volunteer position is unpaid, CRC offers opportunities to increase your knowledge of nonprofit management, personal development, and professional skills:

- Volunteers may participate in specific CRC-led trainings and workshops during the period of their service and for three months following its conclusion.
- Volunteers will participate in a project that has a direct impact on CRC's ability to deliver its services and fulfill its mission across Colorado as well as contribute to the success and sustainability of Colorado nonprofit utilizing the Guide.

The Community Resource Center does not discriminate on the basis of race, creed, ethnicity, religion, national origin, gender, sexual orientation, gender expression, disability, veteran status or marital status.

Information regarding CRC is available on the website, www.crcamerica.org