



## 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 the Eleventh Edition of the *Colorado Grants Guide* 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:** June 15, 2010 (or sooner)  
**End Date:** September 30, 2010 for update research; ongoing for maintenance research  
**Hours:** 8-12 hours per week for update research; 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 update those that are listed
- 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
- 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](mailto: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. 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 our services and fulfill our mission across Colorado as well as contribute to the success and sustainability of Colorado nonprofit utilizing the Guide.
- Volunteers will be acknowledged in the printed 2011-2012 Colorado Grants 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 our website [www.crcamerica.org](http://www.crcamerica.org)**