



Bike Buckeye Lake
PO Box 523
Buckeye Lake, Ohio 43008
info@BikeBuckeyeLake.org

GRANT WRITER

Open Volunteer Position

The Grant Writer will be instrumental in helping Bike Buckeye Lake pursue funding opportunities and will be responsible for writing and submitting proposals in response to Request For Proposals.

Responsibilities include:

- Be familiar with Bike Buckeye Lake's goals and financial needs
- Pursue potential funding sources
- Maintain a calendar or pipeline of funding opportunities to anticipate and meet application deadlines
- Compile required information, compose and submit proposals by deadline
- Keep records and track proposals
- If a grant-making organization requests additional information, the grant writer is to supply the missing items
- Stay current on grant writing best practices and what is effective
- Participate in grant-making organization meetings and/or conference calls as needed
- Attend regular Board of Directors meetings, and report on the work of the Committee

Required skills:

- Dependable
- Excellent grammar and writing
- Excellent communication
- Excellent organization
- Strong research abilities
- Ability to meet deadlines
- Detail oriented
- Knowledgeable in Microsoft Office products, such as Word, Excel and PowerPoint
- Knowledgeable in Google products, such as Gmail

Qualifications:

- 2+ years grant writing experience
- Bachelor's degree in English, Journalism, Communications or Marketing preferred
- Able to dedicate time to committee meetings and assist with efforts
- Enthusiasm for the mission and vision of Bike Buckeye Lake
- Experienced in managing electronic document revisions and creating a final version for submission

If you are interested in the Grant Writer position, please contact Bike Buckeye Lake Board President, Jeff Ritter at jeff.ritter@bikebuckeyelake.org.