



POSITION TITLE: Grant Research Volunteer

REPORTS TO: Director of Development, Executive Director, & Volunteer Services Coordinator

SCHEDULE & HOURS: Flexible, around 2-3 hours a week

OPPORTUNITY SUMMARY:

As a volunteer participating in Grant Research, you will independently search for potential funding sources such as government agencies and foundations that align with TCH’s mission and values. You may use the resources in the local area, such as Tacoma Public Libraries, and local Universities/Colleges to research and catalog your findings and relay the information back to our Director of Development and Executive Director.

QUALIFICATIONS:

- Preferred experience in grant research or grant writing
- Availability for local travel in Tacoma
- Passion for the mission and vision of Tacoma Community House
- Deep respect and compassion for underserved communities

KEY RESPONSIBILITIES:

- Research and identify funding opportunities
- Research funding needs
- Reviewing grant guidelines and eligibility criteria/assessing the fit
- Organizing a portfolio/catalog of findings

STEPS TO APPLICATION:

If you are interested in participating as a Grant Research Volunteer, please email our Volunteer Services Coordinator at americorps2@tacomacommunityhouse.org or fill out our inquiry form on our website here.

We Are a Welcoming Workplace

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.