Grant Writer – Volunteer (Boston, Remote)

About the Serenely Guided Foundation
The Serenely Guided Foundation will be a newly formed non-profit that will support charitable, educational, and scientific efforts to improve the lives of patients and families affected by rare diseases.

Responsibilities:
- Submit grant requests, establish, and maintain personal contact and relationships with granter contacts, conduct research, and maintain a calendar for submittals.
- Research, writing, and communication skills, and meeting deadlines.
- Developing and writing grant proposals to grant-making organizations - communicating the Serenely Guided Foundation’s mission to potential funders.
- Work with the Board of Directors to develop and implement a key strategy to increase annual grant income.
- Develop and write grant proposals to foundations and grant-making organizations - communicating the Serenely Guided Foundation’s mission and programs to potential funders.
- Create and submit grant requests and presentations.

Qualifications:
Previous Grant Writing experience necessary