

Manager, Grants Research /Writing

Reports to: CEO/ VP Development

Type: Volunteer position

Location: Remote and occasional in person if in the DC area

Opening: 4

ADUD is a non-partisan, non-profit organization created to ultimately empower African diaspora communities worldwide, by engaging and partnering with individuals, businesses, agencies, and institutions in a collaborative effort to heavily contribute to the educational and social development of Africa and to build a stronger community.

Our Vision: The vision of the African Diaspora United for Development (ADUD) is to improve the partnership opportunities for our African diaspora communities, so that together we can stand strong to address the social and educational issues and lacks in Africa. ADUD staff and trained volunteers will educate, connect people to resources and encourage community collaboration addressing subtopics including but not limited to health, youth, families, welfare and community development. Our programs are developed in direct response to community need. This is a remote internship position. Although in-person meetings may occur if necessary. Work hours are flexible and perfect for college students seeking professional experience. Duties Include but not limited to:

- Research new grant opportunities and maintain communication with the fundraising and project management team.
- Write, compile and submit LOIs and grant proposals to foundations, government agencies and corporations.
- Write grant proposals and financial reports.
- Develop and write grant reports, produce written reports for renewal and cultivation of potential and existing donors.
- Research new foundations/grants to apply for funding.
- Table at awareness and fundraising events.
- Must have interest in development and fundraising.
- Provide support in sending mailings and invitations.
- Develop fundraising strategies for donations and donor acquisition.

Required

- Should have previous experience writing grants for nonprofit organizations.
- Must possess a passion for human service and Philanthropy

Is a plus:

- DC Metro Area, but not required
- Interest in the African diaspora.