



## **Volunteer Role.**

### **Fundraising & Grant Application Assistant for Our Parenting Community**

**Location** Remote

**Time Commitment** Flexible but around 2-4 hours per month

## **Role Summary**

We are seeking a motivated and detail-oriented volunteer to support Our Parenting Community in identifying and applying for funding opportunities and growing our membership. This role is vital in helping us build the financial foundation needed to grow our services that support parents, babies, and young children.

## **Key Responsibilities**

### **1. Research Funding Opportunities**

- Identify suitable grants, sponsorships, and funding schemes at the local, national, and international level
- Be aware of funding calendars and deadlines
- Explore different strategies to increase and sustain community membership and donations

### **2. Support Grant Applications**

- Assist in preparing and submitting applications (writing or compiling required documents)
- Help gather necessary information from within the team (budgets, reports, testimonials, etc.)

### **3. Develop Fundraising Materials**

- Support the creation of templates, proposals, and standard documents for repeated use
- Help tailor applications to funder requirements

### **4. Database & Tracking**

- Maintain a record of funding opportunities, deadlines, submissions, and outcomes
- Assist in tracking donor or sponsor engagement

### **5. Liaison & Communication**

- Help build and maintain positive relationships with potential funders
- Draft or review correspondence where needed

## **Skills and Qualities Needed**

- Strong written communication skills (particularly formal and persuasive writing)
- Attention to detail and ability to follow application guidelines
- Research and organisational skills

- Interest in community development, family support, or non-profit work
- Funding/Grant experience is a bonus but not essential
- French fluency ideally required

**What You'll Gain**

- Practical experience in fundraising and grant writing
- Insight into the workings of a small non-profit organisation
- Opportunity to make a meaningful contribution to family and parenting support services
- Flexible schedule and potential for a reference or letter of recommendation