

# GRANT WRITING

## VOLUNTEERS & INTERNS

**Location:** Venice, CA

**Duration:** 6 month commitment min

**Schedule:** Regularly scheduled weekly shift (4 hrs) during normal business hours

**\* Ideal for those interested \*  
in fundraising / nonprofit management**

### MISSION AND OVERVIEW

Venice Family Clinic's mission is to provide quality primary health care to people in need. Thanks to the help of our robust volunteer program, the Clinic is able to provide services to over 20,000 men, women, children, teens, and seniors each year.

### ROLE DESCRIPTION

Assist with the preparation of grant applications and reports, prospect research, written correspondence and filing. The Grants Division supports Venice Family Clinic's mission - "to provide quality primary care to people in need" - by raising operating funds from foundations, corporations and government agencies which help sustain VFC's clinical programs and services. The Grants Division has a steady, year-round calendar of grant applications and reports with occasional special projects that require volunteer assistance.

Desired Qualities and Skills:

- Intermediate computer skills, including Microsoft Office - REQUIRED
- The successful candidate will be able to craft funding proposals in a clear and compelling manner. Grant writing experience will be preferred
- Candidates must be self-motivated, detail-oriented, and highly-organized

### HOW TO APPLY

Please send a resume + cover letter that describes your fitness for this position to [VFCvolunteer@mednet.ucla.edu](mailto:VFCvolunteer@mednet.ucla.edu). List the role and your name in the email title.

For more info about volunteering, please visit [www.venicefamilyclinic.org/volunteers](http://www.venicefamilyclinic.org/volunteers)