Helping Link seeks grant writers to lend their skills to promote a mission in support of the Vietnamese community. The grant writers will work with team members to conduct prospect research, as well as develop, write and submit grant proposals and applications. Additional duties or responsibilities may include:

* Persuasively communicate the organization’s mission to potential funders.
* Research public/private, corporate, foundation and individual funding sources.
* Work with Executive Director to identify program(s) needs and funding goals.
* Prioritize to meet multiple or ongoing deadlines.
* Able to work independently, possessing strong research and writing skills.
* Volunteers must live within the Puget Sound region of Western Washington.

A minimum commitment of 6-10 hours a week is preferred. Training will be provided. Helping Link uses Microsoft Office and Microsoft Teams extensively, so it is extremely important to be familiar with it or to be willing to learn how to use it on your own. This is currently virtually but may be hybrid (in-person and online) in the future.

About Helping Link: Helping Link is a nonprofit organization that offers social services and education programs for Vietnamese refugees and immigrants. Our mission is to “Empower Vietnamese-Americans through assisting them through social adjustment, family stability and self-sufficiency while nurturing community service and young professional leaders.”