

**Position: Grant/Funding Proposal Writer, Part-time Volunteer**  
**Location: ON – Durham Region**

The Grant/Funding Proposal Writer works under the direction of the volunteer Fundraising Coordinator, Autism Ontario – Durham Region.

**Essential Functions:**

- Work in a team environment to effectively represent Autism Ontario – Durham Region and its mission in the community.
- Research potential grant sources and review application requirements and guidelines.
- Write grant proposals and submit to Fundraising Coordinator for review.
- Work with Fundraising Coordinator to ensure all proposal requirements and deadlines are met.
- Might be required to attend occasional meetings.
- Must be accessible by email to address issues between meetings.

**Qualifications:**

- Project-oriented with excellent time-management skills.
- Must be able to take initiative and work independently.
- Previous grant or proposal-writing experience is an asset.
- Excellent writing skills and attention to detail is required.
- Excellent interpersonal and communication skills.
- Must be familiar with mission and purpose of Autism Ontario – Durham Region.
- Knowledge of autism is an asset.
- Some basic computer skills required.

**If you are interested in this volunteer position,  
please contact our Volunteer Coordinator:**

[autismdurham.volunteer@Gmail.com](mailto:autismdurham.volunteer@Gmail.com)

**We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.**

**Autism**ONTARIO - Durham Region

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