**Job Description**

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| **Summary** | |
| Job Title | Trusts and Foundations Research Assistant |
| Department | Partnerships |
| Location | Nashville, TN (option to work remotely) |
| Job Type | Volunteer (Part Time) |
| Reporting To | Trusts and Foundations Officer |
| Direct Reports | None |
| Job Purpose | To research and prepare draft funding applications as directed by the Trusts and Foundations Officer. |
| **Duties & Responsibilities** | |
| * Research and identify grant opportunities (US, UK and SE Asia) * Prepare draft grant applications * Prepare draft grant Impact Reports prior to due dates | |
| **Person Specification** | |
| Experience & Qualifications | |
| * Prior fundraising experience * Prior trust fundraising experience (desirable) | |
| Skills & Competencies | |
| * Excellent written English * Strong research skills * Able to meet deadlines * Self-starter who can work independently * Strong attention to detail * Some knowledge of human trafficking issues preferred | |

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| **Review** | |
| Date Completed | 07.07.17 |
| Version Number | 1.0 |
| Approved By | COS |