**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
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| **Person Specification** |
| Experience & Qualifications |
| * Prior fundraising experience
* Prior trust fundraising experience (desirable)
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| 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 |