

Volunteer Position: Grant Writing Lead

Purpose

Support the Scituate Historical Society's mission by identifying, pursuing, and securing grant funding that strengthens programs, preserves collections, and expands community engagement.

Key Responsibilities

• Grant Research

- Identify grant opportunities from foundations, corporations, and government agencies that align with the Society's priorities.
- Monitor recurring grant cycles and maintain an organized calendar of deadlines.

• Grant Writing

- Prepare clear, compelling letters of inquiry, proposals, and full applications.
- Tailor narratives, budgets, and supporting materials to meet funder requirements.
- Collaborate with Board members and staff to gather program information, historical context, and financial data needed for submissions.

• Grant Management

- Track application statuses, reporting deadlines, and award requirements.
- Draft interim and final reports for funders.
- Maintain accurate records of submitted and awarded grants.

Qualifications

- Strong written communication skills and attention to detail.
- Experience with grant writing, nonprofit development, or related work.
- Ability to work independently while coordinating with Society leadership.
- Interest in history, preservation, and community-based cultural work.

Time Commitment

Approximately 5–10 hours per month, with additional time during major grant deadlines.

Benefits

- Directly contribute to preserving and sharing local history.
- Build or strengthen skills in nonprofit grant writing and development.
- Connect with community leaders, historians, and preservation advocates.