
The Southwest Center for HIV/AIDS (SWC), founded in 1990, serves 70 percent of those Arizonans (men, women, children, youth, seniors, immigrants, and the homeless) who are at-risk for and are impacted by HIV/AIDS. It is the state's only non-profit AIDS service organization providing the unique combination of prevention, research, and wellness services and programs to those at-risk individuals and those infected with HIV/AIDS--most of who are living below the federal poverty level. Our mission is to reduce infection, improve access to services, enhance the quality of life for those impacted by the disease and contribute to worldwide research.

Position Summary:

The Development Department supports the mission of Southwest Center for HIV/AIDS by raising a portion of funds for the programmatic and general operations of the organization, and when necessary, capital and endowment needs. Funds are raised through individual gifts, corporate and foundation grants. The volunteer grant writer contributes skills and talents in describing the work of Southwest Center for HIV/AIDS in compelling terms. Additionally, the volunteer may request to attend program activities taking place.

Responsibilities: The volunteer grant writer will assist the grants officer in preparing written proposals for funding. Activities will include:

- Meeting with the Chief Development Officer and/or program staff to discuss the specifics of writing assignments and to learn details about the program or project to be described in the written proposal.
- As needed, attending program activities to gain firsthand understanding of the program to be described.
- Writing draft proposals, including finding strong data for compelling case statements.
- Submitting the drafts to the Chief Development Officer for editing, and working together with grants officer and program staff to finalize the document.

Qualifications:

- Ability to read, speak, and write fluently in the English language. Bi- or multi-lingual abilities is a plus.
- Ability to identify data necessary for strong case statements, including proficiency in using libraries and/or the Internet for information searches.
- Skill to synthesize information and communicate ideas logically in writing.
- Ability to travel to infrequently to meet with key staff as needed to discuss the details of a proposal.
- Strong inter-personal relationship-building skills.
- Willingness to complete assignments by the due dates developed through consensus with grants officer.
- Ability to use telephone (required) and/or email to maintain line of communication with the grants officer.

Time Commitment:

- Estimated 10-15 hours per grant proposal; time will depend upon the volunteer's previous knowledge of the subject or topic, and the volunteer's personal methods or style used when creating written material.
- Writing can also be done any time that fits the volunteer's schedule if necessary.

Benefits:

- Expand your knowledge of community issues and how human service strategies benefit the community.
- Build up or diversify your portfolio of written work.
- Expand your network of contacts in the community.
- Southwest Center for HIV/AIDS is committed to providing a friendly, supportive, professional experience.

To apply, email resume and cover letter to Mesha Davis at mdavis@swshiv.org or call 602.307.5330 x 2249.

Southwest Center for HIV/AIDS is committed to the policy that all persons shall have equal access to its programs, facilities, volunteer opportunities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or gender identity.