

GRANT WRITING ASSISTANT (VOLUNTARY)

Title	Grant Writing Assistant
Responsible to	Operations Manager
Commitment	Voluntary. Can work from home. Part time (3 months minimum commitment), hours negotiable. Immediate start
Salary	Expense coverage- if coming to the office (£15/day)
Location	Whitechapel, London

Background

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations and professional networks. Our mission is empowering Muslim communities to achieving a just, cohesive and successful British society.

Role Purpose

The MCB are looking for a Grant Writing Assistant. This is a part time position that reports directly to the Operations Manager. You will be responsible for researching, writing and coordinating the grant application process; and as part of the grants application team, you will also ensure coordinated management of proposals and the maintenance of a donor/grants database.

Key Tasks and Responsibilities

- Write high-quality grant proposal narratives, applications, and supporting documents.
- Responsible for researching, collecting data, and writing of each grant.
- Work with project/department managers to compile financials and data.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a donor/grant database and grant/proposal calendar.
- Coordinate follow-ups on the progress of submitted proposals and share relevant feedback.
- Feed into an annual grants strategy in coordination with Operations Manager.
- Conduct prospect research to identify, cultivate and solicit new grants.
- Perform other grant related duties as assigned.

Person Specification:

- Previous experience with writing grant applications or sponsorship proposals
- Knowledge of UK community-based organisations and UK based foundations/trusts
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Motivated self-starter with the ability to work independently with purpose and accuracy. We are a small team but extremely passionate.
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint.
- Understanding of British Muslim communities & respect for its diverse traditions
- The ideal candidate will have a passion for helping others and making a difference. New ideas are welcome and we operate in a relaxed and friendly atmosphere.

To apply:

Please send a CV and a short covering letter explaining your motivations to careers@mcb.org.uk.

Only shortlisted candidates will be contacted, and initially telephone interviews will be held.