



Grant Writer (Volunteer)

Who We Are

Human Rights Research Center (HRRC) is an established nonprofit start-up that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We educate through facts, advocate using our research findings, and take **action** to implement change.

Who You Are

We're seeking a motivated, detail-oriented, and mission-driven **Volunteer Grant Writer** to support HRRC's fundraising and sustainability efforts. This role is critical to securing financial resources that enable our research, education, and advocacy work. The ideal candidate is passionate about human rights, skilled in persuasive writing, and comfortable translating mission-driven work into compelling funding proposals.

What You'll Do

- Research and identify grant opportunities from foundations, corporations, and public funding sources aligned with HRRC's mission
- Draft, edit, and submit grant proposals, letters of inquiry, and funding applications
- Collaborate with leadership and program staff to gather necessary information, data, and narratives for proposals
- Tailor proposals to meet funder guidelines, priorities, and deadlines
- Track grant submissions, deadlines, and reporting requirements
- Assist with post-award reporting and compliance, as needed
- Maintain organized records of grant research and submissions

Qualifications

- Strong writing, research, and analytical skills with the ability to convey complex ideas clearly and persuasively
- At least one year of experience in grant writing, fundraising, nonprofit development, research, or a related field (professional, academic, or volunteer)
- Demonstrated interest in human rights, social justice, or nonprofit work
- Excellent attention to detail and ability to meet deadlines
- Ability to work independently while collaborating effectively with a remote team
- Familiarity with Google Suite and collaborative tools such as Slack preferred
- Experience with grant databases or fundraising platforms is a plus
- Degree or coursework in Communications, English, Nonprofit Management, Public Policy, Human Rights, or a related field is preferred

Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of 4-6 hours of work per week. At least a six-month time commitment is required.

Human Rights Research Center (HRRC)

E-mail: info@humanrightsresearch.org Website: www.humanrightsresearch.org EIN: 87-1306523
2000 Duke Street, Suite 300, Alexandria, VA 22314, U.S.A.



Benefits of Volunteering with Us

- Contribute meaningfully to a global movement for justice and human rights
- Gain experience editing a wide range of content formats
- Build a strong portfolio of published work
- Collaborate with a passionate and diverse team
- Receive professional references, LinkedIn endorsements, and recognition for your contributions.

How to Apply

Please complete the online application form: <https://forms.gle/9zEou9CE78LkupSbA>.

Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.

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