

Heritage Flight Museum Volunteer Job Description

Museum Mission:	The Heritage Flight Museum has been established to help educate the public to better understand and appreciate the contribution military aircraft and the people that flew them, have made to our heritage, national security and freedom
Position Title:	Grant Writer/Fundraising
Position Description:	Identify, write and submit appropriate grants for HFM activities and programs. Research/develop other fundraising opportunities.
Duties & Responsibilities:	Research and identify private and government grant outlets Write grant applications and collect all additional documents Submit application & supporting documents before deadline Create a year-end report of grants attempted and secured Research & develop other fundraising opportunities
Required Qualifications:	Demonstrated experience in successful grant writing Demonstrated ability to secure grant monies Excellent interpersonal communications skills Ability to work with minimal supervision Ability to be flexible in accepting assignments Support the mission of the Heritage Flight Museum
Preferred Qualifications:	Experience as a successful grant writer Experience as a successful fund raiser
Supervision:	Reports to Museum's Director of Programs & Administration and Museum's Executive Director
Orientation & Training:	Museum Volunteer Orientation; one on one training with museum staff
Commitment Required:	Minimum three hours per week flexible schedule; six month minimum requested
Benefits	Opportunity to be involved with dynamic, heritage-based institution Museum Individual Membership after 60 hours of service Museum jacket after 100 hours of service Invitations and discounts to special museum events