



# Sustainable Bolivia

## Grant Researcher and Writer for Development and Sustainability Programs

[Sustainable Bolivia](#) is a nonprofit organization that facilitates volunteer and internship placements with local institutions located in Riberalta, Bolivia. Beyond connecting volunteers with local organizations where they can put theory and experience into practice, Sustainable Bolivia takes care to provide a community environment to all program participants through their volunteer housing network and events. The following position is aimed at individuals interested in the development and sustainability sectors and supporting them in Riberalta and around.

### Position description

We need experienced grant researchers and writers to write proposals for unrestricted administrative funding, funding for development and sustainability programs, business development and operations. The position includes researching, compiling, writing and editing grant applications. The grant writer/s will work directly with Sustainable Bolivia.

### Responsibilities

- Conduct prospect research on foundations and corporations for potential grant requests of support
- Manage and develop a grant database
- Develop and prepare proposals and grant applications according to guidelines; comply with all follow-up grant reporting as required by foundation/corporate donors
- Research and develop proposals to foundations, corporations and other major gift prospects, including grant requests, proposal letters, budgets and presentations with the purpose of raising philanthropic support
- Other duties as assigned

### Required skills or knowledge

- Highly organized and able to manage administrative systems
- Proactive, motivated and able to self-direct
- Flexibility, adaptability, and willingness to learn in a new cultural environment
- Excellent written English (and also Spanish preferably)
- Strong Microsoft office and general computer skills
- Highly developed written and oral communication skills
- Knowledge of grant application processes

### Relevant experience required

- Some experience working in development, the nonprofit sector, fundraising or communications
- Experience in grant writing, fundraising, budgets and/or similar

### Work hours

Minimum of 15 hours per week

### Position dates

Flexible

### Minimum time

1 month

### WHAT DO WE OFFER?

- Orientation upon arrival
- Accommodation available in the volunteers' house or host family
- Cultural support and language school available

