



Volunteer Position: Grant Writer/Trainer

Role:

The Atma volunteer will work directly with Atma in a role as full-time grant writer and trainer. An important part of creating a long term sustainable impact in quality education is for Atma's and Atma's partners to engage in learning about and taking advantage of grant opportunities.

The Atma volunteer will have the opportunity to directly engage with Atma partners and to take the lead in substantial research and documentation. Plan and execute a big picture approach to urban education model development funding and develop and lead trainings for Atma staff and partners about grant writing.

Period of traineeship:

Minimum time of three months

Responsibilities:

- Creating a grant writing training program
- Identifying grant opportunities for Atma and its partner NGO's
- Liaising directly senior staff in tailoring the grant application to the requirements of the Atma program and the needs of the current Atma partners
- Creating resources and the documentation of the grant training and creation process for future use.

Skill requirements:

Atma is seeking a dedicated, creative individual who has invested interest in professional development who has formal training in fund generation/ Grant writing experience, as well as a passion for training others and good communication skills

Housing and working conditions:

Atma will assist in finding housing for the volunteer. However, Atma is not responsible for housing, living and travel costs. No stipend will be provided, the volunteer is welcome to find outside funding. Atma has limited capacity to provide a laptop, cell phone and office space for use by the volunteer during the work period.



Expectations

To work diligently for the organization in the above-mentioned areas, in a focused manner while responding with flexibility to emerging needs in the working environment.

Atma will provide:

The giving of preparatory information prior to volunteering along with needs-based guidance and support throughout your assignment. Professional development and support from field experts. Opportunity to work alongside area specialists from around the world. Assistance will also be given in adaptation to Mumbai city and the Indian culture and in the working relations with the NGO. Great international connections after position with the Atma alumni program