



## **Volunteer Opportunity: Grants Task Force Committee Member**

The Seattle Animal Shelter Foundation (SASF) is looking for a **volunteer (unpaid) Grants Task Force Committee Member** to join and support the Grants Task Force team! SASF is a 501(c)(3) nonprofit focused on raising critical funds for the Seattle Animal Shelter (SAS). We support programs at the animal shelter that the City of Seattle cannot fund on their own. Our all-volunteer Board of Directors and committees are passionate about animal care and love giving back to our community.

The Grants Task Force is responsible for overseeing the organization's grants program, including the development and implementation of grant-making policies, the review and selection of grant proposals, and the monitoring of grant awards.

The ideal candidate has a passion for making a positive impact in the community and is passionate about helping Seattle's animals. This animal lover will be well-versed in the standard Microsoft suite of applications, including Word, Excel, and Sharepoint. Attention to detail, self-organization, a can-do attitude, and the ability to thrive in a fast-paced, small team environment are essential elements to this role.

### **Committee Responsibilities:**

- Attend and actively participate in Grants Task Force monthly meetings and provide input on strategic initiatives and other important issues.
- Review and evaluate grant proposals for the SASF Board of Directors to approve.
- Ensure that the organization's grants program aligns with its mission and goals.
- Act as a representative of the Grants Task Force and participate in outreach activities to engage with potential grant applications from the SAS staff
- Provide ongoing monitoring and support of existing grants.
- Oversee compliance of grants including storing documents and saving all necessary legal documents.

### **Preferred qualifications among the following:**

- Experience working in an animal welfare organization is required.
- Experience working with grant writing and grant approval is preferred but not required.
- Proven experience working with Microsoft Office 365, Word, and Excel.

- Operational efficiency mindset, can-do attitude, and willingness to wear multiple hats.
- Passion for animals required.

**Time commitment:** 3 to 5 hours per week, on average.

If this sounds like you, we'd love to hear from you! Please email your resume to SASF's Recruiting Specialist, Upasana Mishra, at [umishra@seattleanimalshelterfoundation.org](mailto:umishra@seattleanimalshelterfoundation.org).

*The Seattle Animal Shelter Foundation (SASF) is committed to advancing diversity, equity, and inclusion in all aspects of our work, with a strategic focus in establishing inclusive recruitment and retention initiatives. SASF is proud to be an equal opportunity employer. All qualified applicants for paid and volunteer positions will receive consideration for employment without regard to race, religion, creed, color, national origin, age, sex, gender, gender identity or expression, two-spirit identity, sexual orientation, sensory, physical, or mental disability, marital status, political ideology, protected veteran status, or on any other basis protected by federal, state or local law, or any other non-merit based factors.*