



Since 1981, Community Resource Center has provided the opportunities, tools, resources, and strategies for nonprofit and community-based organizations throughout Colorado to do their good work better. For over 25 years, the Colorado Grants Guide® has been comprehensive tool for nonprofit organizations to find new and established funding sources.

Research Volunteer Position

The Research Volunteer will help develop and manage the Colorado Grants Guide® by updating the live database and researching funders who provide support to Colorado nonprofits and communities using public information like organizational websites and accessing annual reports, IRS tax documents, and other financial information. You will gain in-depth knowledge on grant research and the skills necessary to sustain a nonprofit organization.

Major Responsibilities:

- Efficiently research and update funder profiles using a variety of online and public resources
- Work with proprietary and confidential information
- Communicate with the Development Program Coordinator to ensure profile accuracy
- Help develop new strategies and opportunities that can benefit the subscriber's experience
- Other responsibilities may be assigned based on the volunteer's skill set and specific interests

Qualifications:

- General computer and online research proficiency
- One year of data entry experience
- Excellent communications, writing, and editing skills
- Self-motivated with excellent analytical skills
- Highly organized and can manage time efficiently
- Access to reliable transportation to attend on-site training (and if you choose to work at CRC's office)
- Access to a computer and Internet (if working remotely)

Benefits:

- Gain insight on how to research and sustain a nonprofit organization
- Free access to onsite CRC-led trainings and workshops, as well as online webinars
- Opportunity to participate in annual State of the Sector event – December
- In-Office volunteer opportunities and celebrations
- Become a part of a team that researches, develops, and publishes the Colorado GrantsGuide®



COMMUNITY RESOURCE CENTER

SUCCESS STRATEGIES FOR COLORADO NONPROFITS

We appreciate your interest in Community Resource Center (CRC) and are sincerely interested in your qualifications to serve our organization. Questions on this application are asked for the sole purpose of considering you for volunteer services. Information regarding CRC is available on the website: www.crcamerica.org

Contact Information

Name:

Address:

Home/Cell:

Email:

Birthdate:

Education

Please list names of schools, degree/ highest grade completed, major(s)/minor(s)

High School:

College and/or University:

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, etc.

Employment & Volunteer History

Please list your employment and/or volunteer history starting with the most recent position



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References

Please provide **two** references who are not relatives and who have knowledge of your work habits and skills

Name/Relationship:

Name/Relationship:

Home:

Home:

Work:

Work:

Email:

Email:

Criminal Background Investigation Authorization

I authorize Community Resource Center to conduct a criminal background investigation. I understand if the information provided by me is determined to be false or if I have failed to give any information herein requested, I will no longer be considered for a volunteer position. In the event of my acceptance as a volunteer, if the above occurs, this may be cause for dismissal.

Name

Signature

Date

Anti-Discrimination Policy

The Community Resource Center, Inc. (CRC) is dedicated to the principles of equal employment opportunity. This policy applies to the Community Resource Center employees and non-employees, AmeriCorps VISTA members, volunteers, board members, clients and customers and contractors. This policy also applies to internal promotions, training, and opportunities for advancement, terminations, and dealings with the general public. The Community Resource Center prohibits unlawful discrimination against applicants or employees based on age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity, or any other status protected by applicable state or local law.*

Agreement and Signature

By submitting this application, I affirm the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name

Signature

Date

If you have any questions or concerns regarding the Volunteer Research Position, please contact Stephanie Gommert, Program Assistant 303.623.1540 ext. 190 or gommert@crcamerica.org