



# She Rock She Rock Grants Coordinator (Volunteer position)

## Who Are We

She Rock She Rock (SR2) is a Twin Cities-based nonprofit organization dedicated to empowering girls, women, trans and nonbinary folks through the art of music. We provide an inclusive environment that encourages collaboration, develops leadership skills, and fosters self-confidence. We believe creative expression evokes social change, challenges stereotypes and encourages a climate of support within our community.

## Position Description

The Social Media Coordinator will work closely with the Managing Director to create engaging content for She Rock She Rock's social media presence, including keeping social media channels updated and brand-focused, and seeking out new social media avenues and ways of connecting with the SR2 community.

## Responsibilities:

### Primary Responsibilities:

- Support She Rock's development by working with our Managing Director to research prospective funding opportunities and keep track of their deadlines and requirements.
- Maintain a system for tracking ongoing and upcoming grant projects and prospects.
- Maintain grants calendar to ensure timely submission of letters of inquiry, proposal deadlines and reports.
- Proofread final grant proposals before submission.

## Time Requirements:

This is a volunteer position and hours are flexible. We are asking for a minimum 6 month commitment with an average of approximately 2 hours of work per week.

## Relevant Skills and Experience:

- Ability to utilize databases to find grantor information
- Experience with Trello boards and Google Calendars is a plus
- Ability to work well independently and as part of a small team
- Attention to detail

## Benefits:

- This position provides valuable experience for individuals and/or students in Communications, Non-Profit Management, or Grant Writing

- Tracked volunteer hours
- Use your skills and experience to contribute to the success of She Rock She Rock
- References to add to your resumé, reference letters as needed
- Be part of a team of volunteers and meet new people
- Increase your confidence and gain profitable skills
- Gain an understanding of the functions of She Rock She Rock

**TO APPLY:**

To apply, please email your resumé and a note outlining any relevant experience and why you want to volunteer for She Rock She Rock. Please email your application to [allegra@sherocksherock.com](mailto:allegra@sherocksherock.com).