



Call for Volunteer Fundraising and Grant Writing Team Leader

SASA is looking for a volunteer (unpaid) Fundraising and Grant Writing Team Leader to help SASA find funding for our major projects and programs related to Ancient Studies public outreach and access.

Position Description:

This is a volunteer (unpaid) position to support the organization's fundraising priorities by writing grant applications and reports, cultivating relationships with funders, and identifying new grant opportunities.

As a young and growing organization, SASA has embarked on a number of projects and programs regarding Ancient Studies in the areas of public outreach, education, public scholarship, academic support, and academic in-reach. This position of Fundraising and Grant Writing Team Leader will be responsible for leading the Fundraising and Grant Writing Team, a task which includes one weekly team meeting, the overseeing of the day-to-day progress of applications, and the meeting with potential donors and grant givers. Additionally, the Team Leader will assist in brainstorming and developing new projects, as well as strategize on approaches for adding new funders and increasing gifts from current funders.

The duration of this position is open ended, though we would like an initial commitment of half a year. Expected hours are **10-15 hours per week**. All meetings take place via video call and all work is done remotely. The Coordinator should expect to have weekly meetings with their team and SASA Director David Danzig if needed.

This position is a great opportunity for someone who is passionate about Ancient Studies and seeks to enhance their experience with grant writing and fundraising in nonprofit contexts within a growing organization like SASA. Moreover, the Team Leader must have excellent communication, interpersonal, and organizational skills, and be flexible, adaptive, and comfortable with problem solving as new issues emerge while supporting a team of dedicated, enthusiastic volunteers who work in a remote setting.

Responsibilities:

- Lead weekly team meeting
- Support the team members in identifying and applying to new grant opportunities
- Maintain the current grants calendar of upcoming deadlines and targets

- Cultivate and write proposals, acknowledgements, and follow-up reports for grants
- Maintain accurate and complete records of grant applications, awards, and related communications
- Meet with other team leaders to discuss fitting funding opportunities
- Cultivate relationships with new, potential, and existing grant funders
- Strategize on approaches for adding new funders and increasing gifts from current funders
- Manage issues with volunteers should they arise
- Other duties as assigned

Necessary skills:

- Excellent communication, interpersonal, and organizational skills
- Excellent planning, research, and writing abilities
- Ability to effectively assign tasks and achieve desired outcomes by leading others
- Ability to work and communicate effectively remotely
- Flexibility in tasks being worked on
- Grant writing and Fundraising experience are big pluses
- Ancient Studies interest is very beneficial but not required

To apply, please send your resume and cover letter to daviddanzig@saveancientstudies.org. Applications will be reviewed on a rolling basis, beginning 4/15/2022. We aim to have this position filled no later than the end of May, 2022.

About SASA

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns, except for some few positions on grant funded projects. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuits.