

RUSSIAN ORTHODOX SACRED SITES IN ALASKA (ROSSIA) GRANT SPECIALIST CONSULTANT

GRANT SPECIALIST CONSULTANT DESCRIPTION

The Grant Specialist Consultant plays an essential role in ROSSIA's mission to preserve and restore the historic Russian Orthodox churches in Alaska. The consultant will support our overall fundraising efforts through researching, securing, documenting, and tracking of grant funding. This individual will locate new grant funding opportunities and coordinate the grant lifecycle for ROSSIA.

GRANT SPECIALIST CONSULTANT DUTIES

1. Research funding opportunities from foundations, government entities, and corporate funders that align with ROSSIA's mission.
2. Develop grant proposals and applications that meet guidelines and deadlines.
3. Manage project budgets, payment requests, progress and final reports, and budget amendments in a timely manner.
4. Cultivate and maintain positive relationships with grantors and other donors.
5. Support the ROSSIA strategic plan.
6. Update website and Facebook as needed.

QUALIFICATIONS

- Bachelor's degree in a related field preferred (e.g. English, communications or journalism) and/or 2+ years of relevant work experience with grant writing and/or fundraising experience.
- Historic preservation knowledge preferred but not required.
- Highly proficient writing, editing, and project management skills desired.
- Strong self-motivation and the ability to work as a team member.
- Highly skilled with MS suite, specifically Office, Word, and Excel.

RUSSIAN ORTHODOX SACRED SITES IN ALASKA (ROSSIA)
GRANT SPECIALIST CONSULTANT

- Initiative and independence in carrying out responsibilities.
- Must have consulting business license and pay personal taxes.

Deadline to Apply: September 15, 2025

Consulting Hourly Rate: \$75/hour starting

How to Apply: Please send resume and cover letter to akrossia@gmail.com