

Research Aide

Summary:

VOLUNTEER JOB DESCRIPTIONS—GENERAL HANNAN SUPPORT

Research is vital to Hannan’s communications and fund development efforts. It helps to secure financial support for the programs/services offered by the Hannan Center as well as provides information for blogging, newsletters, social media and other communications that establish the Hannan Center voice. Research Aides will be able to focus on grants and fund development or news and current events as best matches their skills and interests. They will assist with communications and activities.

Note: Supervision, training and guidance for assignments will be provided by the Director of Fund Development and Communications and/or Executive staff. Role can be conducted in Hannan offices or from any location with internet access. Also demonstrated experience with grant acquisition and/or fund development or direct related experience is required.

Sample Duties and Responsibilities:

- Conduct on-going research
- Collect and compile data and information that supports newsletter articles, grant applications, etc.
- Identify useful program data to integrate with research finds
- Conduct on-line searches/explorations for sources of funding and grants (new local, state, and national funding and grant notices)
- Prepare written documents on grant research results/findings to the Department Director and complete tasks related to these findings as instructed
- Prepare regular media reports
- Limited data collection and analysis, preparing document drafts/summaries/narratives on articles, publications and other sources of new developments in ageism and grant opportunities
- Communicate with funders as instructed
- Draft blog posts and newsletter articles
- Identify other Hannan participants to contribute to Hannan blog, offer anecdotal information for grant applications, etc.

Interests:

- Identifying new resources, opportunities for support, and/or partnerships
- Following the news, societal issues, and emergency trends impacting aging
- Writing and other media development

Ideal Qualifications, Skills, and Abilities:

- Have conducted online research for projects or grants—or interest in doing so
- Internet and Microsoft Office proficiency
- Fund development and/or grant writing experience
- Excellent writing skills
- Baseline knowledge of current events