



Job Description: Volunteer Grant Researcher

Organization Overview

Maddux Achilles Haggard was born on Feb. 4, 2005, with a condition incompatible with life. On the sixth day of his young life, his parents Mike and Cheryl Haggard had to make the excruciating decision to take him off life support. Before they did, they called photographer Sandy Puc' to take portraits of them cradling their son. Puc' photographed the couple with Maddux at the hospital before he was removed from life support and after — when he was free from the tubes and the wires that had sustained him.

Those tender photographs documenting Maddux's eternal connection with his parents inspired Cheryl Haggard and Sandy Puc' to begin the nonprofit organization, Now I Lay Me Down to Sleep (NILMDTS). Since 2005, NILMDTS has provided tens of thousands of parents with the free professional portraits of their baby. NILMDTS administers a network of over 1700 volunteer photographers in the United States and around the world.

Overview of Volunteer Grant Researcher

The Volunteer Grant Researcher would fulfill an important role as Now I Lay Me Down to Sleep pursues grant funding for our organization. The Volunteer Grant Researcher would be immersed in grant research and writing work. The individual will provide essential research to aid in the achievement of our grant-funding goal. The volunteer will interact weekly with the Development Coordinator and attend quarterly Fundraising Task Force meetings.

Position responsibilities could include:

- Research and Identify available and applicable grants, including opportunities in key walk cities.
- Present at least five grant opportunities weekly to Development Coordinator to be considered for application
- Data entry and time lining for grant proposals.
- Research, retrieval and assembly of background materials for grant proposals

Requirements:

- A six month commitment, at least 5 hours per week
- Goal driven, ability to self motivate, stay on task and work independently
- Strong time-management, organizational and internet research skills a must