WEST COAST 4×4 ADVENTURES

Golden Valley, AZ · Serving the Mojave & High Desert Community

POSITION DESCRIPTION

Grants Writer / Grants Researcher

Position Type: Volunteer	**Reports To:** Club President / Board of Directors	**Location:** Remote / Golden Valley, AZ

■ ABOUT WEST COAST 4×4 ADVENTURES

West Coast 4×4 Adventures is a community-based off-road club headquartered in Golden Valley, Arizona, serving the greater Mojave Desert and High Desert region. Our club promotes responsible off-road recreation, trail stewardship, public land access advocacy, and desert community education. As a registered nonprofit, we rely on member volunteerism, sponsorships, and grant funding to sustain and grow our programs, events, and conservation initiatives.

■ POSITION OVERVIEW

West Coast 4×4 Adventures is seeking a passionate and detail-oriented volunteer **Grants Writer / Grants Researcher** to identify funding opportunities and prepare compelling grant applications on behalf of the club. This role is critical to our ability to fund trail maintenance projects, community outreach programs, youth education initiatives, safety equipment procurement, and public land advocacy efforts.

The ideal candidate combines strong research skills with exceptional written communication and a genuine passion for off-road recreation, outdoor access, and desert conservation. No prior grants experience is required—a willingness to learn and a commitment to the club's mission are equally valued.

■ KEY RESPONSIBILITIES

Grant Research

- Identify and maintain a database of federal, state, local government, and private foundation grant opportunities aligned with the club's mission and programs.
- Monitor grant calendars, deadlines, and eligibility requirements on an ongoing basis.
- Research funding trends in outdoor recreation, conservation, nonprofit development, and land access advocacy.
- Evaluate grant fit and advise the Board on which opportunities to pursue.

Grant Writing & Application Development

- Draft clear, persuasive grant proposals tailored to each funder's priorities and formatting requirements.
- Develop project narratives, program descriptions, goals, objectives, and evaluation plans.

- Collaborate with club officers to gather project data, budgets, timelines, and supporting documentation.
- Ensure all applications are complete, accurate, and submitted on time.

Reporting & Stewardship

- Assist with grant reporting requirements by compiling outcome data and preparing progress or final reports for funders.
- Maintain records of all submitted applications, awards, rejections, and correspondence.
- Communicate with program officers and funders as needed.

Collaboration & Communication

- Work closely with the Club President, Board of Directors, and committee leads to understand programmatic needs and funding priorities.
- Present grant opportunities and application strategies at Board meetings as requested.
- Provide guidance on strengthening organizational infrastructure to meet grant eligibility requirements (e.g., financial policies, nonprofit compliance).

■ PROGRAM AREAS ELIGIBLE FOR GRANT FUNDING

Grant applications may support any of the following West Coast 4×4 Adventures programs and initiatives:

- **Trail Stewardship & Maintenance:** Funding for tools, materials, and organized volunteer events to maintain and restore off-road trails on public lands in the Mojave and surrounding areas.
- **Public Land Access Advocacy:** Support for educational campaigns, legal resources, and outreach efforts to protect and preserve legal off-road access to BLM and Forest Service lands.
- **Youth & Community Education:** Programs introducing young people and newcomers to responsible off-road recreation, desert ecology, Leave No Trace principles, and vehicle safety.
- **Emergency Preparedness & Safety:** Procurement of safety equipment (first aid kits, communication devices, recovery gear) and training programs for club members and the broader community.
- **Environmental Conservation:** Projects addressing invasive species, erosion control, habitat preservation, and desert ecosystem education in collaboration with land management agencies.
- **Club Operations & Capacity Building:** Organizational development, technology infrastructure, volunteer training, and administrative tools to strengthen the club's nonprofit operations.

■ QUALIFICATIONS

Required

- Strong written communication skills with the ability to craft clear, organized, and persuasive narratives.
- Excellent research skills and comfort navigating online grant databases and government resources.
- Ability to manage multiple deadlines and maintain organized records.
- Proficiency with Microsoft Office, Google Workspace, or equivalent tools.
- Self-motivated with the ability to work independently as a remote volunteer.
- Commitment to the mission and values of West Coast 4×4 Adventures.

Preferred (Not Required)

• Prior experience writing grants for nonprofits, civic organizations, outdoor recreation clubs, or conservation groups.

• Familiarity with grant databases such as Grants.gov, Foundation Directory Online (Candid), or GrantWatch.

• Understanding of nonprofit financial statements and budget narratives.

• Background or personal interest in off-road recreation, desert ecology, or public land stewardship.

• Experience with the Bureau of Land Management (BLM), U.S. Forest Service, or similar agency grant programs.

■ TIME COMMITMENT

This is a **volunteer position** with a flexible and self-directed schedule. Estimated time commitment varies by grant cycle activity but typically ranges from **5–15 hours per month**. Higher workload periods may occur when active applications are in progress. The Grants Writer / Grants Researcher operates remotely and is not required to attend in-person club events, though participation is always welcome.

■ WHAT WEST COAST 4×4 ADVENTURES PROVIDES

• Full onboarding orientation covering club history, programs, strategic priorities, and budget information.

• Access to club documents, financial records, organizational data, and prior grant materials needed to write applications.

• A dedicated point of contact on the Board of Directors for collaboration and approvals.

• Recognition in club communications, website, and social media for your volunteer contributions.

• The opportunity to directly impact public land access, trail conservation, and community outdoor recreation in the Mojave Desert region.

■ HOW TO APPLY / EXPRESS INTEREST

Interested individuals should reach out directly to the West Coast 4×4 Adventures Board of Directors. Please include a brief introduction describing your background, relevant skills or experience, and your interest in supporting the club's mission. Formal applications, resumes, or writing samples are welcome but not required.

West Coast 4×4 Adventures is an equal opportunity organization. We welcome volunteers of all backgrounds who share our passion for the desert, the outdoors, and responsible recreation.