



Position Description—Foundation Grant Coordinator

Title: Grant Coordinator

General Purpose: The Grant Coordinator is responsible for the coordination and oversight the grant application and management process including the identification of potential new funding sources, maintaining grant funding partnerships, writing grant proposals, and managing grant reporting.

Classification: Appointed

Level: National Coordinator

Relationships to Other Positions:

Appointed by: Development Director

Accountable to: Development Director

Support from: Development Director, Executive Director, Foundation Board, Operational Leadership Team

Works with: Foundation Board of Directors, Executive Director, Finance Team,

Term of Service: One-year appointment; reappointment subject to review. Two consecutive term limits applies.

Time Commitment: 2-4 hours per week

Required Qualifications:

- Lifetime member in good standing with alum status
- Previous grant research and writing experience preferred
- 2+ years' experience in a role of similar capacity preferred

Knowledge/Abilities/Experience:

- Organized and attention to details
- Good analytical and presentation skills
- Excellent communication (verbal and written) and interpersonal skills
- Proficient in identifying opportunities and deliver results accordingly
- Skilled at writing, planning, and strategizing
- Proficient with computer skills

Duties and Responsibilities

- Serve as a liaison between the organization and the funders
- Develop effective grant proposals and grant reports based on the organizational requirement
- Engage in periodical meetings to understand the need of fund raising and procedures necessary to obtain funding
- Understand the need of the organization and search for an appropriate funder in the market or related sources
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- Research for effective and authentic funding opportunities having a lawful registration and proven track record
- Gathers and presents accurate information to potential funders
- Ensure that the proposals are in accordance with a funder's requirement
- Prepare budget plans and allocation in partnership with Development Director and Foundation Board in accordance with each requirement
- Oversee the final budget chart of the organization to gain information and report to the funders
- Provide detailed reports to the funders and the management with respect to the organization's progress
- Monitors paperwork and other related documents connected with grant-funded programs
- Ensure that the funds are utilized in a proper way as planned

Convention/Mid-year/Summit/Leadership Training attendance required? No/No/No/No