

Job Description for a Grant Director

As a Grant Director serving on a charity board of directors, your main responsibilities may include:

Identifying grant opportunities: You will research and identify potential grant opportunities that align with the charity's mission and values, and that are likely to support its activities.

Writing grant proposals: You will write compelling grant proposals that effectively communicate the charity's mission, activities, and impact, and that demonstrate how the grant funds will be used to achieve the desired outcomes.

Coordinating with staff members and volunteers: You will coordinate with the charity's staff members and volunteers to gather the necessary information and data to support the grant proposals, and to ensure that the proposals align with the charity's strategic priorities and goals.

Managing the grant application process: You will manage the grant application process, ensuring that all necessary documents and materials are submitted in a timely manner, and that all reporting requirements are met.

Building relationships with funders: You will build and maintain relationships with funders, including foundations, corporations, and government agencies, to enhance the charity's visibility and reputation, and to increase the likelihood of securing grant funding.

Ensuring compliance with grant requirements: You will ensure that the charity complies with all grant requirements, including reporting requirements and restrictions on the use of grant funds.

Monitoring and evaluating grant performance: You will monitor and evaluate the performance of grant-funded activities, and provide feedback and recommendations for improvement to the board and staff members.

Overall, as a grant writer serving on a charity board of directors, you will play a critical role in securing the necessary funds and resources to support the charity's mission and activities. You will identify grant opportunities, write compelling grant proposals, coordinate with staff members and volunteers, manage the grant application process, build relationships with funders, ensure compliance with grant requirements, and monitor and evaluate grant performance.