



## Chair – Grant Writing

### **Role:**

The grant writing chair's job is to seek and apply for grants to assist our local League. Grant writing experience is a plus for this position.

### **Goals**

1. Secure incoming funds to support the on-going work of the LWVNPC.
2. Promote the understanding of League procedures and policies.
3. This position requires the following skills: Grant Writing and Research

### **Responsibilities**

#### *Grant writing*

- Draft grant proposals with efficiency and accuracy.
- Draft reports for review and submission according to grant requirements.
- Work with the Development Chair to develop collateral for investors (e.g., frequently asked questions documents, program descriptions, cases for support, etc.) as requested.
- Provide project management for development-related activities and events.
- Edit proposals completed by other colleagues, checking for editorial style and grammatical accuracy, as well as branding and messaging consistency.
- Reports to Development Chair

#### *Grant management*

- Ensure grant initiation follows an established sequence of steps to properly plan for compliance, timely reporting and impact evaluation.
- Serve as the lead for grant reporting, maintaining the calendar and following up as deadlines arise to maintain compliance in reports to grantors.
- Request information from colleagues to complete interim and final grant reports.