# CHAIRMAN OF GRANTS Job Description

The Chairman of Grants and her/his committee shall be responsible for coordinating grant contributions and all tasks associated therewith in conjunction with the contract consultant. This shall include researching, applying for grants, and submitting all requisite reports that are applicable to Assistance League® of Indianapolis. She shall report to the VP Resource Development and work closely with the President, Treasurer, VP Philanthropic Programs, VP Marketing, Chairman of Public Relations, and the Donor Recorder. She shall be on the Resource Development Committee.

Microsoft Word, Excel and Adobe computer knowledge are needed.

**Required Skills:**

* Effective business communication skills (i.e. written and oral)
* Good computer skills (i.e. Word, Excel, Adobe and must have ability to create and alter PDF documents, and submit grant applications via an on-line process. (The majority of grant proposals, however, will be written and submitted by the consultant.)

**Training:**

* Attend Board training.
* Be familiar with the **Standardization of Assistance League of Indianapolis Written Material** and follow its guidelines for preparation of press releases and other documents sent to the media.
* Follow Assistance League of Indianapolis Policies and Standing Rules.
* Familiarize self with National Assistance League**®** Manual for Public Relations and the required terminology for writing or speaking about Assistance League.

**Specific Board duties:**

Per the Bylaws, attend Board and regular meetings. Inform the President in advance when you need to be on meeting agendas.

Inform Placement Chairman of needed committee sign-up sheets for Spring Fest.

Maintain detailed financial records. Keep in Procedure Manual and include copy in your annual report to the President.

Revise and update the job descriptions of the Chairman of Grants and Grant committee as needed and approve changes with President-Elect.

Prepare budget requests in February/March and submit to VP Resource Development and the Treasurer for Budget Committee consideration. Budget requests shall include: Budget for next fiscal year as well as showing projected expenses for rest of current fiscal year.

Prepare an Annual Grants Report at year’s end and submit three (3) copies—one copy for Procedure Manual, one copy for President’s file, and one copy for the Vice President Resource Development.

Pass on Procedure Manual and train incoming Chairman of Grants.

**Chairman of Grants’ Specific Responsibilities including those delegated to any Contract Grant Writer:**

Present a written list of current and potential grantors to the Board. Report the grant contributions at monthly Board meetings and periodically to the membership at meetings and in the chapter newsletter. Periodically, confirm grant income with Treasurer.

Create a grant application template. Coordinate with the program chairman, VP Philanthropic Programs, and VP Marketing to confirm and verify that the information presented is consistent with all other chapter publications and information provided to the public. Check all figures with Treasurer. Continue to check with appropriate board members and/or chairmen throughout the year for consistent information reporting regarding program statistics, facilities served, personal stories, etc.

Make a template of a thank you letter and grant document and have it approved by the VP Marketing. It can be slightly modified as needed throughout the year. (Each grant will be different based on requirements of the grantor.) Ensure a thank-you letter is written soon after receipt of any check, along with our Donor Privacy Policy and be sure there is information on the thank you about how they can contact the donor recorder and be listed on the donor recorder listing. Do not write a personal note on official thank you letter that is used for tax records. Rather write a separate personal note if indicated. Thank you letter can be edited to fit the specific type of grant and impact on recipients.

At the beginning of the fiscal year, review and update the list of grant applications, noting due dates for grant submission. Check grant due dates before submitting as grantors often change their requirements from year to year. Submit grants according to each grant’s specific deadline. Proofread all grant applications and ask others from Grant Committee or other areas to assist as needed. Keep track of grants requiring follow-up reports, noting due dates for the reports. Review all information for reports with other Assistance League members as needed and submit to the grantors by due date. Update grant files and spreadsheets as needed.

\*\*\*\**Make anyone new to this position aware of these due dates as application and follow-up report due dates are vital to funding.*

Send grant applications as instructed by granting agency -- hand deliver grant applications, send by mail or certified mail, or send electronically. When appropriate, it is a good idea to follow up with a phone call or e-mail to confirm receipt and inquire if there are any additional questions or documents needed for reviewing the grant.

Write and mail thank-you letters with appropriate tax language and electronic signature of president (in addition to Chairman’s signature) upon receipt of grants.

Research and explore opportunities for new grants and prepare applications as needed.

See that fiscal year grant awards are submitted correctly to the VP of Publicity for listing on the chapter website, in the Community Newsletter, spring fundraiser and any other appropriate publications such as the Indiana Business Journal. Grants should also be listed in the Chapter Newsletter occasionally. Follow the guidelines in the chapter’s Donor Privacy Policy. Check all chapter community publications for correct spelling and listing of grant donor names, and see that they are listed in the appropriate categories before they are printed or released to the community.

Maintain Grant Activity excel spreadsheet. Work with donor recorder to maintain several years of records for grant funding. Keep a copy of correspondence regarding grants, whether it is a rejection letter, acceptance letter, copy of checks, email, etc. in each donor’s specific file. Suggestion - keep at least 3 years of grant back up information in each file and on shared Google files.

Present a list of grantors to be invited to Assistance League fundraisers to the appropriate chairmen.

All grantors of the previous fiscal year and current fiscal year are invited to attend the Holiday Luncheon as guest of Assistance League. If we have a Spring fundraising event, specific grantors are invited to attend as guests~~.~~ Cost of this expense is the responsibility of the event, per the policies.

Announce and introduce attending grantors at the Holiday Event (or work in conjunction with President/presenter). Create a gift bag with small item/s to give to grant donors that attend in appreciation for their support (i.e. phone charger, candy, ornament reflective of OSB, etc.)

Track expenses vs. budget and examine, sign, and submit payment vouchers to the Treasurer.

Hold meetings of the Grants Committee as deemed appropriate.

**Grant Consultant**

Work with grant consultant to determine who will submit what grant applications and make sure consultant has applicable materials. (i.e. audit, 990, annual report, budget and etc.)

Review all grants written by consultant before submitting.

Review consultant’s time sheet monthly and send to Treasurer.

Have consultant attend grant committee meetings and other Assistance League meetings as deemed necessary.

Include consultant’s monthly report in monthly board report.

**Following are Grant Writer Consultant specific contractual duties and responsibilities subject to change and organizational needs:**

1. Contractor will be under the supervision of the Chairman of Grants.
2. Contractor will draft, finalize, and submit all grant/letters of intent/proposal applications including narrative, charts, photographs, and associated required documents and data.
3. Contractor will undertake diligent research to look for new potential grants and will report research efforts in monthly Board report.
4. Contractor will draft, finalize, and submit all mid-year and end-of-year reports in a timely and conscientious fashion.
5. Contractor will maintain a calendar of due dates for items #2 & #4 aforementioned.
6. Contractor will maintain a monthly tracking Excel spreadsheet identifying grant, applicable program, due dates, amounts requested and received, PR publication notices, and thank you letter issuance.
7. Contractor will draft and submit *Letters of Intent* where required.
8. Contractor will draft and submit all grants within applicable grantor due date timeframes.
9. Contractor will submit all grant, report, and letter of intent/proposal drafts to the Grant Chairperson in advance allowing ample time for review as agreed by the chairperson and consultant. Chairman will have final decision as to proposed narrative.
10. Contractor will submit monthly activity report and invoice listing hours worked to Chairman of Grants on a monthly basis, no later than five days after the beginning of the month following the month of occurrence.
11. Contractor will submit any invoices for expenses incurred to the Chairman of Grants no later than five days after the beginning of the month following the month of occurrence.
12. Contractor will be reimbursed for all mailing costs including, but not limited to: envelopes, postage, certified mail, copying of grant submission, and other requisite activities. Contractor will also be reimbursed for copier ink, copy paper, file folders, hanging file dividers, if items are not available at Assistance League office.
13. Contractor will gather all requisite information and statistical data for grant submissions if Chairman has not done so with the understanding that various pertinent ALI chairpersons will provide said data within 72 hours of request.
14. Contractor will maintain a paper copy of all submitted grants, reports, and thank you letters in hard copy files and an electronic copy in a shared Google file.
15. Contractor will draft and submit an annual wrap-up report to those Grantors that do not require reports.
16. Contractor will liaise, as needed, for grant related marketing, and communications, website information.
17. Contractor will work in conjunction with the Chairman of Grants to produce an end-of-year report for submission to President or Board as requested by the specified due date.
18. Contractor will attend national ALI meeting, if requested by Board and expenses are paid by ALI.
19. Contractor will meet all State of Indiana reporting requirements for grant contractor and fundraising personnel.

# Time Line for Chairman of Grants

 It is difficult to assess a time line for grants since each foundation has a different application and deadlines change from year to year. Check with each foundation for the individual application deadline. Also, check on grant application guidelines as those can change too. Some foundations have required report deadlines. Again, if report deadlines are not in the file, check with each foundation for these deadlines.

# All year round

* Check individual foundation’s websites for updates.
* Check with Treasurer to make sure that figures agree with your figures for grant recording.
* Check each grantor’s application deadline – deadlines vary each year – call or send e-mail to verify deadlines.
* After grant award – check report deadline - deadlines vary each year – call or send e-mail to verify deadlines.

# June/July/August

* Obtain business cards.
* Obtain a supply of Assistance League letterhead, envelopes, brochures.
* Keep a supply of the latest Annual Report, Annual Report, 990 tax return.
* Hold grants committee meetings as needed.
* Finalize year-end reports with end of May receipts and resubmit as needed.
* Create a simple two-page recap letter/report for the fiscal year and send to grantors.

**September**

* Invite all grantors to Operation School Bell Apparel and Shoes – be sure a member of the grants committee or the Chairman or Vice Chairman of Operation School Bell are available to give the grantor a tour.

# November

* Send complimentary invitations to foundations/trusts who have donated the prior fiscal year and the current fiscal year to date for the Holiday Event.
* See policies for the proper way to present the grantors at the Holiday Luncheon.

**December**

* Recognize all grant VIP’s grantors at Holiday Event.
* Ensure that board members or past grant chairman are seated with VIP’s.
* Create holiday greetings to send to grantors. Work with the Board to see if additional cards should be sent to other non-grant donors.

**January**

Review report deadlines as numerous reports come due during the first quarter of the calendar year.

 **February**

Work with Fundraising Committee to ensure all grantors are aware of spring fundraiser. Invite grantors according to fundraising event designed.

# March

* Work with spring fundraising committee for proper recognition at event for grantors – see policies.
* Get at least 50 copies of the spring fundraisers program to send to grantors.

**April**

* Research pending grantors and depending on date of submission (if it has been six months or more) prepare a letter and send to all pending grantors individualizing letter accordingly.)
* Coordinate donor recognition needs for Spring fundraising event with chairs.

# May

Prepare year-end reports for President and VP of Resource Development.