

Grants Committee

Vice Chair, Grants **

- Train and supervise Grants Committee department liaisons and fulfill a Grants liaison role
- Establish meeting dates, prepare agenda, reserve meeting space, and send calendar reminders to Grants Committee
- Manage receipt and distribution of grant applications
- Meet with and seek approval from Administration, Technology, and Building & Grounds for all grant applications prior to distribution to Grants Committee
- Lead vetting of grant applications
- Work with Faculty Liaison to coordinate applicant presentations for grant requests exceeding \$10,000
- Prepare and present grant award recommendations to the Foundation Executive Board and Trustees
- Coordinate all details for Grant Day awards and presentations
- Maintain OneDrive

Department Liaisons (4)

- Serve as liaison to one or more departments promoting the Foundation and advising on prospective grant applications and processes.
- Schedule fall presentation with Instructional Director for presentation to full department
- Attend all grant review meetings
- Review and evaluate all applications submitted for funding.
- Present department funding recommendations to the Foundation Trustees.
- Followup with department to ensure successful implementation of awards and ensure that Grant Final Report is submitted to Foundation.
- **Time commitment:** Pre-dominantly in September, March & April

Financial Coordinator

- Fulfill grants liaison role
- Upload all grant applications to OneDrive
- Assign grant numbers to all grant awards for identification during payment process
- Maintain records of all grant award invoices submitted by grant recipients, approve payment requests and forward to Foundation Treasurer
- **Skills Needed: detail-oriented, Excel experience,**

Grant Communications Manager (also serves on Communications Committee with specific responsibilities)

- Fulfill Grants Liaison role
- Coordinate grant profile video production
- Provide written description of all grant awards to Marketing Communications committee
- Work with Vice Chair, Marketing Communications on grants related materials and activities

- Update Grant Day and Grant descriptive information on OneDrive
- **Skills Needed:** Writing, project coordination, attention to detail, creative, photography skills a plus
- **Time Commitment:** Monthly