**VOLUNTEER POSITION DESCRIPTION**

 **Grants and Sponsorships Lead**

**Position Description:**

Title: Grants and Sponsorships Lead

Volunteer Term: 1 year

Reporting to: Fund Development Committee Chair

Duty Level: Vote on Fund Development Committee

**Primary Objective of the Fund Development Committee:**

To raise monies to support the mission of Aphasia Nova Scotia, through various modes such

as fundraising, grant writing, and corporate sponsorships.

**Role of the Grants and Sponsorships Lead:**

Raise monies to support the mission of Aphasia Nova Scotia through successful acquisition of grants from government agencies, foundations and corporations.

**Responsibilities:**

* Research and identify funding opportunities, corporate sponsorships and grants to support Aphasia Nova Scotia projects
* Develop a clear understanding of the internal workings of Aphasia Nova Scotia to help identify appropriate funding opportunities
* Oversee the development of grant proposals and sponsorship letters
* Collaborate with committee and Board members to write proposals and letters of inquiry
* Select which funding entity best matches the goals of each Aphasia Nova Scotia project
* Track the status of requests/proposals and submit evaluation reports to contributors
* Create a grants list and application database
* Write letters and proposals for corporate sponsorships and donations

**Requirements/Expectations**

 • Excellent verbal and written communication skills

* Creativity
* Excellent editing skills
* Reliability
* Interested in making a difference for Aphasia Nova Scotia and its members
* Able to work independently, exercise confidentiality and good judgment
* Strong organizational, interpersonal and time management skills
* Strong attention to detail and an ability to prioritize
* Adept at creating budgets
* Current and satisfactory Criminal Record check and Vulnerable Sector search
* Experience/background in communication, marketing or other related field an asset

**Training /Orientation:**

* Orientation and training will be provided for volunteers (1-2 hours)
* Need for specific training will be identified in collaboration with the Committee Chair and

Volunteer Coordinator

**Support:**

 • Monthly check-in with the Committee Chair to review volunteer satisfaction, meeting of

 expectations, and to identify any need for professional development

**Time Commitment:**

* Ability to work 10-20 hours per month on grant and sponsorship projects and initiatives (with much work able to be done from home)
* The Fund Development Committee shall meet monthly as required at the call of the Committee Chair. Meetings may be conducted via electronic format (e.g., Skype).

**Resources:**

Aphasia NS Google Docs is used for Fund Development Committee documents. Link and access granted by committee chair.

Fund Development Committee Fundraising Lead Position Description 2/2 Updated by Vice President December 2019.

Approved by Fund Development Committee Chair December 2019