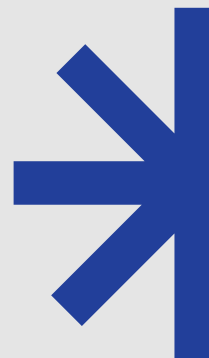




Grant Application Committee



+ Description

- Developing and writing grant proposals to foundations and other grant-making organizations and will persuasively communicate BLFHC's mission and programs to potential funders.

+ Primary Responsibilities

- Research, write, and prepare grant proposals for funding that align with BLFHC's mission and goals
- Proactively seek opportunities, follow all requirements and deadlines for grant applications
- Execute the preparation and submission of grant proposals based on granter's guidelines
- Maintain a sound knowledge of the Club's mission, programs, target population and strategic vision. Use this information to better prepare proposals and other written communications

+ Time Commitment

- Committee will meet 3-4 times per year
- All meetings can be done virtually
- Time commitment can be as little or as much as you are able to offer
- All work can be done from home around your own schedule

+ Skill Requirements

- Prior experience in writing successful grants and reports; other fundraising experience is useful.
- Writing ability including competent degree of spelling, grammar, and editing skills; effective business, technical and persuasive writing styles.
- Knowledge of the grant writing and reporting processes.
- Exceptional written communication skills.
- Superior proof-reading, information gathering and listening skills.
- Access and proficiency with computer

+ Benefits

- Chance to shape and influence Club development and growth opportunities
- Support provided by the Club (see below)
- Invitation to our Volunteer Appreciation dinner

+ Support

- Supported by the Club President