



GRANT WRITING & PROGRAM EVALUATION BOARD COMMITTEE

Responsible for performing research to determine potential grants and funding sources available both locally and internationally, compiling the necessary information, and preparing and submitting grant proposals and applications according to the funder's criteria and timelines.

Responsibilities:

- Research, identify, and inquire about grant opportunities
- Coordinate and ensure timely submission of qualified proposals, including supporting documentation
- Writing and editing corporate, foundation, high net worth donors and government sector grants across education, international development and social enterprise sector
- Maintain quality and continuity of writing style among different contributors to a proposal
- Represent and communicate a granter's expectations to an internal audience, with a focus on grant agreement requirements
- Initiate regular communication with programming teams to understand funding needs, gaps and opportunities
- Maintain, manage, and steward relationship as a MCIC member
- Develop and maintain an evaluation structure in order to properly evaluate KIDS as a whole and the overall evaluation of all programs from inception to retirement
- Plan and oversee the logistics of committee operations
- Provide reports to the President 1 week prior to each board meeting
- Present committee decisions/recommendations to the board
- Assign work to committee members
- Ensure committee members have the information needed to do their jobs
- Set the agenda for and run committee meetings

Qualifications or Experience:

- 3-5 years of experience grant writing (public and private)
- Advanced writing skills and attention to detail
- Proven research skills
- Great organizational skills and ability to manage multiple responsibilities
- Ability to understand and execute complex instructions
- Outstanding word processing skills and copy-editing skills
- Understand best practices in grant writing and philanthropy
- Knowledge and familiarity with research techniques for fundraising prospect research