



POSITION PROFILE

GRANT COORDINATOR

POSITION IDENTIFICATION

Position Title: Grant Coordinator
Reports to: Director of Finance

POSITION SUMMARY

If someone is giving away money we want in! There are a lot of great grant opportunities out there and we want to know about them and find ways to make them happen.

ORGANIZATIONAL STATUS

As a non-profit society we are eligible for various government grants and want to make sure that we know what's out there and know what criteria we need to meet. We don't have charitable status just yet, so we're looking for grants which may be a little bit harder to get so be prepared to be creative! The YWiB network has been able to get some different grants so far, and want to make sure that we continue to explore this area

MUST KNOW ABOUT YWiB

Our plans and our dreams. There is a lot of matching that needs to go one between where we currently are, what our plans are, what our long term dreams are, and how those can fit with grant criteria. For our events and plans it's important for us to make decisions based on what fits and what feels right, if we can tweak these to be eligible for grants we definitely want to know.

WORK PERFORMED

We have a really strong foundation for this position with some lists of grants we may be eligible for and some knowledge of the steps involved. A lot of this position will be researching, clarifying ideas and goals, and writing them out.

SIGNIFICANCE OF POSITION

It can be difficult to do all that we can do on our tight budgets, the grants give us an opportunity to reallocate our resources and make the biggest impact we can!

EDUCATION/WORK EXPERIENCE

There is no experience necessary but an interest in grants and grant processes is a must, as well as interest in research.

SKILLS

If you have great writing skills, enjoy puzzles, and want to learn about a bunch of organizations and government programs then this position is for you. You'll rock it if you believe in what we stand for and are willing to take a few no's to get to those one or two yesses.