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Columbia Valley Maker Space Society (CVMSS) Job Description

Position Title: Grant Specialist

Length of Term: Two years (no term limit)

Reports To: Entire Board of Directors

The Grant Specialist will be asked to review proposed grants and to report on those already secured, as clearly communicate with the granting organizations to increase the likelihood of successful applications.

Responsibilities:

- Review and select grant and other funding opportunities
- Keep a close eye on grant submission deadlines and ensure no opportunities are missed
- Write or complete on-line funding applications with the support of other board members
- Review and modify existing documents used in grant applications (mission statements, business plans, etc)

Desired Qualifications

The Grant Specialist should have the following experience and attributes:

- Superior organization skills
- Proven writing skills
- Experience in writing or helping write grant and/or funding applications in BC
- Good communications skills to be exercised internally and externally.

Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings and AGM (2 yearly board/AGM meetings, approximately 2 hours in length)
- Attend and actively participate in various events and activities, based on your availability. (expected to be a minimum of 8 hours, 1 weekend per month)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)

- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors