
3.8 DIRECTOR OF GRANTS AND FUNDRAISING

Responsible to: Board of Directors

Date: Revised January 2016

Position detail:

The Director of Grants and Fundraising is responsible for coordinating and reporting on all grant applications and fundraising activities for Abbeyfield Ottawa.

Duties and Responsibilities:

General

- Work with the Board of Directors and other volunteers to organize fundraising events (e.g., garage sales, walks, dinners etc.)
- Recruits volunteers, in conjunction with the Director of Volunteer Programs, to support or organize such events
- Work with the Board of Directors to identify projects for which to apply for grants
- Identify, research and report on potential grant opportunities
- Develop and submit grant applications
- Track grant submissions and report to the Board of Directors on success of all applications
- Work with property manager and Treasurer to ensure funds are received and spent appropriately
- Ensure all reporting requirements are met for successful grants by working with appropriate Board members

Administrative

- Attend monthly meetings and present a report to the Board
- Keep records of all fundraising and grant activities and ensure they are filed appropriately with the Secretary of the Board
- Work with the Director of Marketing and Communications to ensure thank-you letters are submitted to granting organizations and that major donors are recognized on the website

Qualifications:

- A background in grant writing is an asset;
- Strong initiative;
- Good research skills;
- Strong written and oral communications skills are required.

Estimated time commitment: 3-5 hours a week