Uplift Community Alliance®

FUND DEVELOPMENT CHAIR
JOB DESCRIPTION

Position Summary
The Fund Development Chair oversees all grant writers and ensures grant applications are completed accurately and on time. This role is dedicated to maintaining relations with existing donors and researching new opportunities for grants.

General Responsibilities

- Comply with the committee Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Community Relations Committee, attend meetings and submit reports to the Community Relations Chair.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Community Relations Chair and Finance Chair.
- Prepare and submit a year-end report as directed by the Community Relations Chair.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Submit grant applications to regular donors on a scheduled basis.

2. Submit grant status reports as requested by donors with specific deadlines.

3. Send thank you letters to all grant donors.

4. Maintain an Excel spreadsheet of grant due dates and current progress.

5. Attend meetings with donors if requested.

6. Research new grant opportunities.

7. Update foundation information on Little Green Light software.

Competencies
Word, Excel
Digital and electronic communication
Website research