

# Looking For Board Members!

## Grant Writing Chair of the Board of Directors Backpack Buddies Foundation of Loudoun



### Mission Statement

The Backpack Buddies Foundation of Loudoun is committed to act as a fundraising and grant writing organization committed to ensuring that all food insecure children in Loudoun County have meals that the Board of Directors sees fit.

### Overview of Position

The Grant Writing Chair of the Board of Directors at the Backpack Buddies Foundation of Loudoun is a strategic leadership role focused on securing grants to support the organization's programs and initiatives. This position plays a crucial role in researching, writing, and managing grant applications to foundations, corporations, and government entities.

### Responsibilities

1. **Grant Strategy and Planning:**
  - a. Develop and implement a comprehensive grant acquisition strategy aligned with the Foundation's mission and goals.
  - b. Identify potential funding sources and prioritize grant opportunities.
2. **Research and Prospect Identification:**
  - a. Conduct thorough research to identify and assess potential grant opportunities from foundations, corporations, and government agencies.
  - b. Evaluate eligibility criteria and alignment with the Foundation's programs.
3. **Proposal Development:**
  - a. Collaborate with the Chair, marketing team, and the Board of Directors to create compelling grant proposals and applications.
  - b. Tailor proposals to meet the specific requirements of each funding source.
4. **Relationship Building with Funders:**
  - a. Cultivate and maintain relationships with grant-making organizations, program officers, and decision-makers.
  - b. Serve as the primary point of contact for communication with potential and existing funders.
5. **Grant Submission and Management:**
  - a. Oversee the entire grant application process, from submission to reporting.
  - b. Ensure accurate and timely submission of grant applications and required documentation.
6. **Grant Compliance and Reporting:**
  - a. Work closely with the Chair and Treasurer to monitor compliance with grant requirements.
  - b. Prepare and submit progress reports and other documentation as specified by grant agreements.
7. **Collaboration with the Board of Directors:**
  - a. Collaborate with the Board of Directors to gather necessary information and data for grant applications.
  - b. Ensure that grant proposals accurately reflect the impact and outcomes of the Foundation's programs.

### Qualifications

- Commitment to the mission of eliminating childhood hunger.
- Strong grant writing and research skills, with a successful track record of securing grants for nonprofit organizations.
- Excellent written communication and attention to detail.
- Knowledge of grant management, compliance, and reporting.
- Ability to work collaboratively with diverse stakeholders.

### Commitment

- The Grant Writing Chair is expected to dedicate approximately 5-8 hours per month to fulfill the responsibilities of the position.
- All Board of Directors members are required to financially contribute a minimum annual investment of \$1,000 and secure a minimum of \$5,000 in overall sponsorships.

### Term of Office

The term of office for the Grant Writing Chair is 1 years, with the possibility of reappointment based on performance and board approval.