

## Role Description | Grants Coordinator

*Team* | Grants Team within the Finance Office

*Accountable to* | Finance Officer

### *Purpose of the Role*

- Coordinating a team that is in charge of searching for and applying for grants relevant to and suitable for EFPSA

### *Main Responsibilities*

- To create an annual timeline and a long-term plan of grant applications that EFPSA is eligible for
- To coordinate and oversee the work of the Grants Team and its individual tasks
- To ensure and maintain a database of information regarding grants
- To hold regular meetings with the Finance Officer and provide regular updates on Grants Team's work

### *Tasks*

- Creating an annual timeline of grant applications that EFPSA is eligible for
  - Ensuring the sustainability of the annual grants timeline
  - Ensuring that annual grants timeline is in line with EFPSA's Strategic Plan
- Coordinating the work of the Grants Team
  - Facilitating the communication within the Grants Team and organising team's meetings
  - Providing guidance to the Grants Responsibles in the search for new grants
  - Providing detailed feedback and support to the Grants Responsibles in their grant proposal writing and, if successful, grant management
- Creating and maintaining a database of information regarding grants
  - Producing a list of grants that EFPSA is eligible for with all relevant details
  - Archiving all documents relating to awarded grants and unsuccessful grant applications, highlighting areas of possible development
- Attending meetings with the Finance Officer and contributing to the discussions about development of EFPSA's financial sustainability
- Keeping the Finance Officer updated about Grants Team's work

### *Requirements*

- A strong command of the English language, especially in writing
- Teamwork and coordination skills

- Previous experience in writing grant proposals and grant management
- Attention to detail and ability to adhere to strict deadlines
- Basic knowledge of EFPSA's Events and Services

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current Grant Coordinator at [grants@efpsa.org](mailto:grants@efpsa.org).