

Role Description | Grants Responsible

Team | Grants Team within the Finance Office

Accountable to | Grants Coordinator

Purpose of the Role

- Searching for, applying for and managing grants relevant to and suitable for EFPSA

Main Responsibilities

- To learn about grant-awarding organisations and search for new grants for EFPSA, its Events, Services, projects and teams
- To coordinate grant application process and write grant proposals
- To manage grants awarded to EFPSA
- To collect and archive all documents relating to awarded grants, together with the Grants Team Coordinator

Tasks

- Supporting Grants Team Coordinator in creation of an annual timeline of grant applications that EFPSA is eligible for
- Leading the grant application writing process
 - Choosing relevant grants for EFPSA to apply for, together with Grants Team Coordinator
 - Ensuring that a realistic plan of action is created and followed
 - Writing grant proposals and/or delegating parts to be written to people involved in a specific grant proposal
 - Producing and collecting appropriate documentation requested, in order to abide by the requirements of awarded grants
- Managing grants awarded to EFPSA
 - Ensuring that everyone is informed about and understands their obligations relating to the grant in a timely manner
 - Ensuring that all contractual obligations for a specific grant are met (e.g. receipts collected, activities implemented, etc.)
 - Communicating with the grant-awarding organisation
 - Leading the final grant reports
- Supporting other Executive Board teams in the application of grants
 - Ensuring the Executive Board teams are eligible for relevant grants
 - Providing detailed feedback and support to teams in their grant writing and, if successful, grant management

- Creating and maintaining grant documentation database
 - Archiving all documents relating to awarded grants and unsuccessful grant applications, highlighting areas of possible development

Requirements

- A strong command of the English language, especially in writing
- Teamwork and coordination skills
- Previous experience in writing grant proposals
- Attention to detail and ability to adhere to strict deadlines

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.

*Please note that this position is open to three individuals focusing on separate grants; this is pending approval at the first General Assembly at the 31st EFPSA Congress.