

### **Grants Director:**

- Organize and execute the annual GPSA grants cycles for the Summer, Fall, and Spring semesters
  - This position is slated to begin once the summer semester commences.
- Lead the Grants Committee; recruit and train no fewer than 5 grant readers to serve on the Grants Committee
- Work closely with the Student Government Accounting Office (SGAO) for funding distribution
  - Maintain working knowledge of Grants Budget and properly allocate to maximize equity among applicants
- Receive, process, and award grant applications according to the timeline in the Grants Code
- Coordinate application workshops, grants reader training sessions, and appeals session
- Hold weekly Grants Committee meetings during grant cycle periods
- Attend meetings and information sessions as requested by the President or Chief of Staff
- Hold voting membership on the Executive Board
- Adhere to the Constitution and Bylaws (especially the Grants Code) in the effective execution of the position
- Maintain scheduled office hours in the GPSA Office [20 Hours/week]
- Ensures delivery of Grants Director reports to GPSA Council at least once per grant cycle
- Provide end of semester and annual written public report to the President and GPSA Council
- All other duties as reasonably requested by the President or as defined by the GPSA Constitution and Bylaws.

### **Qualifications:**

- Must be accepted and enrolled in a graduate or professional program.
- Working knowledge of the GPSA, and our Constitution and Bylaws preferred but not required
- Experience with managing a team, and working in a team environment
- Strong verbal and written communication skills, including producing and delivering cohesive presentations
- Broad understanding of budget spreadsheets and terminology; previous experience managing a budget preferred, but not required
- Ability to work independently and complete tasks on deadline
- Project management experience preferred, but not required
- The ability to work efficiently in a fast-paced, dynamic environment
- Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process

### **Compensation:**

- Stipend is determined annually through the annual budget process or appropriation