



**IDAHO
FINANCIAL
LITERACY
COALITION**

Job Description: IFLC Grant and Funding Specialist

Organization: Idaho Financial Literacy Coalition (IFLC)

Position Summary:

The IFLC Grant and Funding Specialist is a key volunteer position responsible for identifying, researching, and securing grant funding to support the organization's mission and programs. This role requires a strong understanding of grant writing and a passion for making a positive impact on the community.

Responsibilities:

- **Grant Research:**
 - Identify potential funding opportunities that align with the IFLC's mission and goals.
 - Research and track grant guidelines, deadlines, and application requirements.
 - Maintain a database of grant opportunities and track application progress.
- **Grant Writing:**
 - Develop compelling grant proposals that effectively communicate the IFLC's mission, programs, and needs.
 - Gather and organize supporting documentation, such as budgets, letters of support, and impact data.
 - Tailor grant proposals to meet the specific requirements of each funding source.
- **Grant Management:**
 - Submit grant applications and follow up with funders as needed.
 - Manage grant reporting requirements and ensure timely submission of progress reports.
 - Coordinate with the board, members, community, and volunteers to gather information for grant reporting.
- **Board Support:**
 - Attend monthly Board meetings and provide updates on grant activities.
 - Advise the Board on funding strategies and opportunities.
 - Participate in strategic planning and fundraising efforts.
- **Community Engagement:**
 - Represent the IFLC at community events and meetings.
 - Network with potential funders and community partners.

Qualifications:

- Strong writing and communication skills.
- Experience with grant writing and proposal development.
- Knowledge of nonprofit fundraising and financial management.
- Ability to research and analyze information effectively.
- Strong organizational and time management skills.
- Passion for financial literacy and community development.

Time Commitment:

Approximately 12-15 hours per month plus the 4-5 yearly grant applications.

Benefits:

- Opportunity to make a significant impact on the community.
- Gain valuable experience in grant writing and nonprofit fundraising.
- Network with like-minded individuals and professionals.

About the Idaho Financial Literacy Coalition (IFLC):

The IFLC is dedicated to enhancing the financial well-being of Idahoans through education and empowerment. We foster financial literacy, strengthen communities, and promote individual resilience.

Apply today. Send you cover letter and resume to idahofinancialliteracy@gmail.com

Attn: **IFLC Grant and Funding Specialist**