



**JUNIOR LEAGUE OF  
BUFFALO**

*Women building better communities*

JOB DESCRIPTION

Title: Community Assistance Grants Chair  
Member: Financial Council

Goal: To guide the Community Assistance Committee to announce, select and provide financial assistance to not-for-profit agencies in the Western New York community. To assess viability and opportunities for grant writing in the Junior League and act as liaison with the Grantsmanship Training Course.

Duties:

- Member of the Financial Council
- Inform and updates Financial Vice President of Small Grants Committee status and progress
- Educates council members and membership-at-large on the status and progress of the grant programs
- Arranges for training, meetings and coordination of events/workshops related to the committee
- Serves on Ad-Hoc Community Assistance Committee and adheres to the procedures according to the JLB Bylaws, Policies and Procedures
- Write press releases announcing the funds available and the selection of awarded agencies
- Serves as liaison to applicants and provides written documentation of their status of consideration
- Arranges and forwards contracts to awarded agencies
- Oversees the financial budget and assures allocation of funds within guidelines of JLB reimbursement procedures, as well as the Community Assistance Fund Committee
- Coordinates writing of Perspectus articles about grants
- Grantsmanship Training Program
  - Secures location to host the program
  - Prepares mailing list, cover letter and mailing for the Grantsmanship Training Program
  - Writes press release for Grantsmanship Training Program
  - Coordinates with host site, all preparations for the Grantsmanship Training Program (snacks, beverages, equipment and materials)
  - Serves as liaison to the Grantsmanship Course

Time Involvement:

- General meetings once a month
- Financial Council meetings
- Chair the Ad-Hoc Community Assistance Committee
- Placements hours require availability to conduct planning and attend outside committee meetings
- Contact via phone or e-mail

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills. The person should have excellent time management skills with the ability to adhere to timeline. The person should possess clear understanding of the League's philosophy, mission and focus area.