

JOB DESCRIPTION AIESEC VUB 2009-2010

Grants Responsible

Position Role

The Grants Responsible will have to do grants management at local level, having the responsibility of finding, applying for and managing grants for all the projects of AIESEC VUB. During this period the Grants Responsible will have the possibility to accumulate knowledge in the following fields:

- Overview on LC's projects and products
- Grant management
- Matching opportunities from the external environment with AIESEC's needs
- Assessing and developing projects in AIESEC in order to match them with the grant's requests
- Knowledge on approaching the Non Corporate Sector
- Project management

Structure Integration

LC Structure:

Talent Management	
Finance	X
External Relations	
Projects	X
Communications	
Exchange	

AIESEC Experience stage

The role will be framed towards the Taking responsibility track. It encounters the idea of taking responsibilities on professional manners.

Possible Behaviours Developed at this Stage

	Foundation	Knowledgeble	Proficient	Advanced
Competencies	Behaviour 1	Behaviour 2	Behaviour 3	Behaviour 4
Respect			X	
Self Confidence				X
Integrity			X	
Self awareness				X
Empathy				X
Negotiation				X
Accountability			X	
Effective Communication				X
Adaptability				X
Results Orientation				X
Developing Others			X	
Innovation and Creativity			X	
Stakeholder Focus				X
Social Inclusiveness		X		
Resource Management		X		
Organizational Understanding				X

Responsibilities

Research 40% OF TIME

- Design and implementation of a monthly database containing the grants opportunities for AIESEC;
- Constant communication and update to LCVP Finance and OCPs / TLs regarding the grants opportunities;

Application 40% OF TIME

- Writing grant application for the LC;
- Responsible for final check on grant application forms of AIESEC (together with the LCVP Finance);
- Responsible for gathering all the information needed for the grant application form from the persons responsible for the project;

Management 20% OF TIME

- Coaching and guiding the grant applications management (with the OCP/TL/VP);
- Middle and end of projects evaluations, both narrative and financial (together with one responsible involved directly in the project / OCP);
- Account management for national and international donors together with the VP Finance;

Subordination levels

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Background, Skills and Experience required

- Very good understanding of AIESEC and AIESEC's strategy
- Self driven work / motivation
- Analytic thinking
- Well organized
- Account Management

Participation in conferences and other development opportunities

Local Conferences:

- Local Motivational Seminar