

## **Dietitians in Business & Communications (DPG-32) Position Description**

**TITLE:** GRANTS AND AWARDS TEAM

**TERM:** One (1) year position with opportunity to be reappointed.

**PURPOSE:** Supports the awards and grants of DBC.

**REPORTS TO:** Chair and Chair Elect; Grants and Awards Director

**COMMUNICATES WITH:** Leadership Team

**REPORT FREQUENCY:** Monthly and Annual Report

### **RESPONSIBILITIES**

1. Work with Director to implement and oversee grants and awards, ensuring proper support for DBC members and leaders grow professionally and positively impact the profession.
  - a. Confirm a timeline for awards and grants to be promoted (web, email, social), applied for (created in survey platform) , evaluated (see review teams) and announced (web, email, social).
  - b. Evaluate and acquire necessary program resources if beyond budget.
  - c. Establish program metrics and KPIs; responsible for meeting / exceeding annual goals.
  - d. Execute award and grant nominations and applications, ensuring deliverables are met on time.
  - e. Track all grant applications, deadlines, grant reporting and metrics/data collection.
2. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
3. Review and propose updates to the job description and work plan timeline annually, maintain files in Basecamp, and assist in training successors.
4. Participate in Grants and Awards Team Meetings
5. Complete Leadership Team Survey annually.
6. Complete other duties to support the needs of DBC and the work of the Leadership Team as needed.

### **ANNUAL AWARDS AND GRANTS**

- DBC Awards: Outstanding Leader Award and Rising Leader Award
- Advocacy Summit Registration Grants
- Leadership Institute Grants
- D&I Grant Initiative – available only in years when IDEA liaison from prior year has secured funding (see budget)
- Membership Grant Initiative - available only in years when Member Engagement Director from prior year has secured funding (see budget)
- Annually FNCE Registration Grants may be provided to Leadership Team. Application process to be managed by Chair, Chair Elect, & DBC Manager, no action from Grants and Awards Chair or Committee