



Volunteer name		Position title	<i>DFC Grant Compliance Officer</i>
Direct supervisor	<i>Sarah Ward</i>	Position title	<i>Executive Director</i>

Doctors for Change mission
<i>Doctors for Change works to increase access to care and improve the health of all Houstonians and all Texans through research, education, collaboration, and advocacy.</i>
Project or position
<i>The DFC Grant Compliance Officer monitors DFC's grants to ensure compliance and effective use of resources. Assists the organizational leaders in identifying and securing grants.</i>
Tasks
<ul style="list-style-type: none"> • <i>Provide grant oversight by monitoring and reviewing the use of all grants</i> • <i>Provide recommendations to staff, committees, and the DFC Board</i> • <i>Research and build relationships in partnership with the staff and leaders of DFC to secure grant opportunities</i> • <i>Identify fundable opportunities</i> • <i>Assist in writing grants for identified projects and submitting yearly grant reports</i> • <i>Oversee measurable outcomes from committee projects</i> • <i>Meet regularly with committee/organizational leaders to determine fundable opportunities and ensure compliance</i> • <i>Provide updates and planning recommendations to the organization at the yearly leadership retreat</i> • <i>Meet regularly with the Executive Director</i>
Skills

- *Previous grant writing experience preferred*
- *Strong writing skills*
- *Ability to engage funders*
- *Attention to detail*
- *Punctuality and reliability*

Schedule

The DFC Grant Compliance Officer schedule varies based on the grant reporting and submission schedule. The officer will be responsible for attending two to three monthly collaborative meetings.

Training and supervision

DFC provides an orientation for all new volunteers along with monthly supervision and check-ins with the Executive Director for feedback and organizational engagement. All Leadership Volunteers will participate in an annual review to determine successes and opportunities for development. The annual review will provide Leadership Volunteers the opportunity to develop their role and the DFC support structure.

Volunteer and management agreement and signatures

This volunteer job description has been approved by the volunteer and all appropriate management staff.

Volunteer signature		Date	
Direct supervisor signature		Date	