**Sample Grant Team Roles and Responsibilities**

*The following guide outlines common roles within a Grant Team. The specific responsibilities will vary based on your organization's size and complexity. In smaller organizations, individuals may take on multiple roles, while larger teams may include additional positions. Responsibilities can be adjusted, combined, or expanded as needed. Other references:* [*MOCHA*](https://www.managementcenter.org/resources/assigning-responsibilities/) *(Manager, Owner, Consultant, Helper, Approver) and* [*RACI*](https://www.civiccanopy.org/raci-chart-for-role-clarity/#:~:text=The%20acronym%20RACI%20refers%20to,and%20hold%20one%20another%20accountable.) *(Responsible, Accountable, Consulted, Informed).*

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## **Grant Lead** *Oversees the overall grant process, ensuring deadlines are met, keeping the team informed, engaging stakeholders, and serving as the primary liaison with the funder.*

* Manages the full grant lifecycle
* Leads prospect research
* Develops and implements grant management processes
* Tracks deadlines and reporting requirements
* Coordinates with program staff
* Oversees proposal and report development

**Grant Writer** *Ensures alignment with funder priorities and compliance with submission guidelines.*

* Develops clear, compelling narratives for proposals and reports
* Works with program and finance staff to gather relevant information
* Edits and refines proposals for clarity and impact

**Fundraising Rep** *Supports grant-seeking efforts by identifying funders, fostering relationships, and ensuring strong proposals.*

* Researches potential funders and funding opportunities
* Leads funder stewardship and relationship-building efforts
* Contribute to grant proposals and funder reports, providing fundraising expertie

**Finance Rep** *Manages the financial aspects of grants to ensure compliance and accountability.*

* Oversees grant budgets and expenditures
* Ensures financial compliance with funder requirements
* Prepares financial reports for funders
* Collaborates with the Grant Lead to monitor budget progress

**Program Rep** *Provides program-specific insights and ensures grant proposals and reports accurately reflect program activities.*

* Supplies data and information for grant proposals
* Collaborates with the Grant Writer on program narratives
* Oversees program implementation and evaluation
* Collects and analyzes data for grant reporting

**Leadership** *Provides strategic oversight and final approval on major grant submissions.*

* Offers high-level guidance and strategic input
* Reviews and approves proposals before submission