



**Job Description: HART Board of Directors (Volunteer): *Grant Writing/Development Focus***

The Homeless Animal Rescue Team (HART) of Maine seeks volunteer **Board of Director Members** to join our dynamic and unique organization. HART, founded in 1997 and located in Cumberland, Maine, is a 501(c)(3) not for profit organization. We are actively recruiting new Board members that can fully participate in growing the organization and expanding our animal welfare impact, while ensuring financial sustainability in line with our Mission.

*HART's mission is to provide refuge, comfort, and medical attention to cats that have been surrendered, abandoned, injured, or abused – and to find permanent loving homes to adopt them.*

**OUR PROGRAMS:**

**Beyond the Walls** - Provides financial assistance to low-income families seeking veterinary care for their pet cats

**Adult Foster Care** - Places adult cats (10+ years of age) with senior citizens living alone or in assisted living. HART provides food and vet care for the adult foster cats

**Kitten Foster Care** - Kittens are housed in volunteers' homes with their mom until they are adopted or old enough to join the shelter population

**BOARD MEMBER ESSENTIAL DUTIES AND RESPONSIBILITIES :**

This is an extraordinary opportunity for an individual who is passionate about HART's mission and who has a track record of board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. General expectations of all Board Members are as follows:

- Regularly attends board monthly meetings and important related meetings or events
- Makes serious commitment to participate actively in committee work and serve a three year term
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is willing to make a personal donation within their means, and participates in fundraising for the organization

**SPECIFIC QUALIFICATIONS AND RESPONSIBILITIES:**

Ideal candidates for our Board Member with ***Grant Writing/Development Focus*** will further have the following qualifications:

- Have prior grant writing experience, with proven ability to secure grants to raise money to support operations, capital expenses, events and programs

- Ability to work with a team
- Oversee all aspects of the grant writing process, which may include: preparing budgets, timelines, grant narratives, and progress reports as needed
- Develop and write grant proposals to foundations, corporations, private donors, and other donors
- Persuasively communicate the organization's mission and programs to potential funders
- Identify and track grant opportunities; monitor and control the grant application process to ensure all deadlines are met
- Prioritize to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals, such as progress reports and budgets

Service on HART's Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

**TO LEARN MORE OR TO APPLY:**

- <https://www.hartofme.com/>
- *Email a copy of your resume and a cover letter to [hartopenpositions@gmail.com](mailto:hartopenpositions@gmail.com)*