

**Position Title: Funding Committee Member, Grants, Canadian Positive Psychology Association (CPPA)**

**Volunteers needed to:**

- Work as part of a team under the supervision of the Board Director leading the Funding Committee, Grants, CPPA

**The position will allow you to:**

- Be responsible for identifying grant and other funding opportunities for the CPPA and drafting applications

**Time Commitment:**

Volunteers will dedicate approximately **20 hours a month** to the CPPA to attend committee meetings (primarily virtual) and fulfill responsibilities

**Term of Appointment:**

Volunteers are asked to commit to a minimum of a one-year term, with the option of reappointment at the end of the term

**Position Specifications and Skills Needed:**

- Passion for and knowledge of positive psychology and its applications including the latest research and topics in the Canadian context to ensure grant and funding applications are current, relevant and timely
- Familiarity and working knowledge of grant and other funding databases (e.g., GrantStation, FundingPortal) in order to conduct searches and in-depth analysis to identify grant and other funding opportunities aligned with CPPA mission and values
- Research websites of target corporate list provided to identify high potential funding opportunities through the private sector, foundations, donations, etc.
- Prioritize grant and other funding opportunities with the highest potential of success and summarize details (e.g., funding windows, application deadlines and processes, funding priorities, criteria and guidelines, key dates, review committee/contact person)
- Conduct needs assessments such as identifying potential partnerships and collaborations to improve likelihood of success of grant applications
- Science-related research and writing
- Experience with drafting compelling, persuasive, clear and concise grant applications or funding proposals
- Experience with planning operational budgets and project management
- Strong communication skills, orally and in writing
- A well-organized self-starter who is detail-oriented, highly dependable, diligent, persistent and resilient
- Demonstrated ability to learn quickly
- Able to work independently and collaboratively in a team environment
- Creativity and problem-solving abilities are coveted in this role

Please send your **resume and cover letter** to the **CPPA (insert email)** by **September 30, 2019**.

**Position Title: Funding Committee Member, Sponsorships, Canadian Positive Psychology Association (CPPA)**

**Volunteers needed to:**

- Work as part of a small team under the supervision of the Board Director leading the Funding Committee, Sponsorships, CPPA

**The position will allow you to:**

- Be responsible for identifying sponsorship opportunities for the CPPA and engaging potential sponsors

**Time Commitment:**

Volunteers will dedicate approximately **10-12 hours a month** to the CPPA to attend committee meetings (primarily virtual) and fulfill responsibilities

**Term of Appointment:**

Volunteers are asked to commit to a minimum of a one-year term, with the option of reappointment at the end of the term

**Position Specifications and Skills Needed:**

- Passion for and knowledge of positive psychology and its applications
- Conduct research to identify sponsorship opportunities aligned with CPPA mission and values
- Prioritize sponsorship opportunities with the highest potential of success
- Conduct needs assessments such as identifying strategic partnerships and collaborations to improve likelihood of success of sponsorship opportunities
- Experience with drafting compelling, persuasive, clear and concise slide decks and other materials and “pitching” to business for sponsorships
- Be an informed and passionate spokesperson for the CPPA and positive psychology when interacting with potential sponsors
- Profile building with potential sponsors
- Experience planning, organizing and/or overseeing sponsorship events such as conferences, workshops, panels, courses, webinars, etc.
- Strong communication skills, orally and in writing
- A well-organized self-starter who is detail-oriented, highly dependable, diligent, persistent and resilient
- Demonstrated ability to learn quickly
- Able to work independently and collaboratively in a small team environment
- Creativity and problem-solving abilities are coveted in this role
- Media savvy and experience a plus

Please send your **resume and cover letter** to the **CPPA (insert email)** by **September 30, 2019**.