



## **Officer of Budgeting and Special Funding (Volunteer Position)**

This position ensures the longevity of The Thriving Initiative by managing the chapter's budget. The officer of Budgeting and Special Funding creates and regularly updates the chapter budget to make sure the chapter appropriately allocates funds. When necessary, this officer will support the Officer of Fundraising and pursue additional funding for the chapter such as grants, large-scale fundraisers, and researching alternative forms of funding.

### *Responsibilities:*

- Produce an effective budget proposal, using Microsoft Excel, to ensure the sustainability of [community-based initiatives](#) led by the officer team.
- Streamline ways to account for costs and transaction history.
- Create presentations for the board and officers regarding the allocation of funds to the Santa Barbara Chapter.
- Make timely determinations on chapter purchase order requests.
- Create and present presentations to the board and the officer team on changes and updates made to the budget.
- Contact grant-making agencies to learn more about potential funding opportunities for The Thriving Initiative
- Lead a team to write proposals for various grant-related opportunities.
- Update the budget based on purchases made throughout the quarter and keep track of potential projected spending for the entirety of the fiscal year.
- Support the Officer of Fundraising in planning and executing fundraising initiatives

### *Expectations:*

We are looking for a passionate UCSB Undergraduate student who would like to be a part of the change they'd like to see in the community. We are looking for someone who is devoted to our mission to “inspire resilience in response to violence by promoting holistic community healing initiatives.”

### *An ideal candidate should have:*

- Strong communication skills to keep officers and the board updated about various changes to the budget and the grant-writing process
- An ability to multitask and take on different opportunities
- Strong writing skills
- Advanced organizational, oral, and written skills.
- An ability to think big-picture and plan ahead
- A quick response time for questions relating to the budget and purchase requests
- Some familiarity with Microsoft Excel and/or Google Sheets
- A strong passion for supporting survivors of interpersonal violence (sexual assault, stalking, dating and domestic violence).
- Prior experience with accounting courses is highly recommended, but not required.



**Questions or looking for another way to get involved?**

If you have any additional questions about our organization, the application process, or want to connect about the organization, please contact us at: [apply@thethrivinginitiative.org](mailto:apply@thethrivinginitiative.org).

For more information on The Thriving Initiative and our upcoming programs please visit our website at <https://www.thethrivinginitiative.org/> and follow us on social media ([@thrivinginitiative](https://www.instagram.com/thrivinginitiative))!

**Apply at:** <https://forms.gle/qNnDdSPBTYYQtmDR7>