



Director of Grants Management Role DESCRIPTION 2025-2026

What is the Indiana University Student Government (IUSG)

Founded in 1912, Indiana University Student Government (IUSG) exists to protect student rights and enrich student life. As the voice for all undergraduate and graduate students at IU Bloomington, IUSG works to ensure student perspectives shape decisions at all levels of governance. Beyond advocacy, IUSG develops and implements programs and projects that support students and address key campus challenges. IUSG is structured into three branches, Executive, Legislative, and Judicial, mirroring the federal government to ensure democratic representation and efficient governance. The Executive Branch, led by the Student Body President and Vice President, spearheads initiatives while advancing strategic priorities through its departments and offices. By fostering an inclusive and supportive campus, IUSG ensures that every Hoosier can thrive, academically, socially, and personally.

Responsibilities as a Member of the IUSG Executive Branch

- Participating in weekly Cabinet meetings and any required one-on-one meetings. Additionally, attending emergency meetings as needed.
- Advising the Leadership Team on departmental or office matters and broader issues affecting the student body.
- Developing and presenting proposals to the Executive Branch on events and programs within your department or office's scope.
- Managing a department-level or office-level budget with precision and accountability.
- Collaborating with Executive Branch members, other branches of IUSG, and student organizations to implement and execute programs effectively.
- Engaging with the Student Body Congress when relevant legislation impacts your department or office.
- Responding to emails and texts in a timely manner.
- Consulting with the Executive Press Secretary and President before engaging with the press or making any public statements on behalf of IUSG.
- Acting as an extension of the President, you will provide expertise in your department or office while representing IUSG on university committees, internal hiring committees, and ad hoc committees as appointed by the President.
- Upholding the IUSG Code of Conduct, and any standing rules established by the Executive Branch, while demonstrating respect for fellow members and a commitment to the IUSG Constitution and Bylaws.

Background of the Grants Manager

The Director of Grants role was established in 2024 by the FUSE administration to strengthen IUSG's ability to identify and secure external funding for high-impact student initiatives. This position was created to maximize funding opportunities, foster innovation, and support long-term organizational sustainability.

Specific Responsibilities of the Grants Manager

- Conducting research to identify grant opportunities that align with IUSG's initiatives and priorities.
- Assessing eligibility criteria and ensuring IUSG meets all necessary requirements for grant applications.
- Preparing and submitting grant applications, including gathering necessary information and writing proposals.
- Managing the grant application process from start to finish, including tracking submissions and monitoring deadlines.
- Ensuring compliance with grant requirements, including financial reporting and proper use of awarded funds.
- Collaborating with the Secretary of Treasury to track grant outcomes, maintaining transparency in financial growth.

Required Meetings and Work Hours

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is required.
- Weekly or biweekly one-on-one meetings with the Chief of Staff are scheduled mutually, lasting 30 minutes to one hour.
- The role requires a commitment of 3-5 hours per week for administrative and role-specific tasks.
- A minimum of one front desk shift of at least one hour is required every two weeks.
- If representing IUSG on a university committee, monthly meetings are expected.
- In total, the role requires approximately 6-8 hours per week.