

## GRANTS COORDINATOR

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** President, Secretary & Committee

### PURPOSE OF THE ROLE

The role of Grants Coordinator is responsible for coordinating and overseeing the grant application and management process including:

- Identification of potential new funding sources
- Development of funding resources for existing and proposed programs and/or services
- Writing grants including developing budgets, collaborating on grant applications with various club members
- Processing, monitoring and coordinating required report evaluations on existing grants

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Strong written and verbal communication skills
- High level of attention to detail
- Strong organisational skills and professionalism
- Ability to build relationships with council and government people
- Ability to work to a deadline

### DUTIES AND RESPONSIBILITIES

Prior, during and post season duties for the Grants Coordinator may include but are not limited to:

- Identify and maintain future projects and programs database to meet the priorities and goals of the club (grants wish list)
- Identify opportunities, develop applications and coordinate reporting for grants
- Coordinate and oversee the development and submission of grant applications
- Coordinate and oversee the development and submission of grant acquittals
- Document processes, maintain records and produce reports on all grants for the club committee

**TIME COMMITMENT** 1-4 hours per week or as requested.