

**ROLE DESCRIPTION - GRANTS COORDINATOR**

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.

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| **Job Purpose** | 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. |
| **Job Responsibilities** | * 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. |
| **People Management / Relationships** | * Maintain strong relationships with the local association & Member Federation grant contacts. * Ability to build relationships with council and government. * Work closely with relevant committee members to problem solve and find ways to support the club’s programs, facilities & gear requirements moving forward. |
| **Budget Management** | N/A |
| Note: Add any additional information/requirements specific to the role that needs to brought to the reader’s attention. | |
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| **JOB HOLDER CAPABILITIES** | |
| Qualifications and Experience | * Previous experience in a not-for-profit, volunteer-based organisation is preferable. * Knowledge of the Grant space is preferable. |
| Knowledge and Skills | * Enthusiastic and well organised. * Passionate and dedicated * Proactive with the ability to stay on top of workflows required in grant application processes and information as it is circulated from relevant stakeholders. * Strong written and verbal communication skills. * High level of attention to detail. * Strong organisational skills. |