

**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.
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| **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.
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| **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.
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| 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.
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