

**Grant Coordinator**

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| **Last reviewed on:** | **Next review date:** |
| **Reviewed by:** | **Approved by:** |

**Reports to:** Treasurer

**Purpose of the role**

The role of Grant Coordinator is to develop and implement grants strategies that increase the revenue from new and known grants.

**Qualifications & Desirable Characteristics**

* Hold or willing to apply for current volunteer “Working with Children Check”
* Strong written and verbal communication skills along with a strong persuasive personality
* High level of attention to detail
* Strong organisational skills and professionalism
* Ability to build relationships
* Ability to work towards multiple deadlines

**Duties & Responsibilities**

* Develop and maintain effective relationships with existing and potential grants donors.
* Research funding organisations to ensure effective grant proposals; including thorough scrutiny of funding criteria, grant eligibility and previously funded projects, as well as the ability to effectively match a project with the funding organisation in a way that addresses their company values and meets individual funder needs.
* Write professional grant proposals that align with the values and projects.
* Proactively create accurate and timely acquittal reports and evaluations to funders for successful grant proposals.
* Research and write award submissions on behalf of the club to increase awareness.

**Time Commitment:** 1-6 hours per week or as required