**GRANTS COORDINATOR**

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 & 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