

## **Grants Coordinator**

**Reports to:** Treasurer

**Purpose:**

The Grants Coordinator supports the Club's growth by identifying and securing funding opportunities for programs, equipment, facilities, and other Club initiatives. The role coordinates the grant process from identifying suitable funding opportunities and preparing applications and budgets through to monitoring, reporting and acquittal of successful grants, collaborating with Committee members and other Club representatives as required.

**Key Responsibilities:**

- Develop and maintain a Grants Wishlist of future projects, programs, equipment and facility needs aligned with the Club's priorities.
- Research and identify suitable local, state, federal and private sector funding opportunities.
- Build and maintain relationships with relevant councils, sporting bodies and funding organisations.
- Coordinate grant applications, working with Club representatives and external grant writers to gather information, budgets, quotes and supporting documentation.
- Ensure grant applications are complete, meet eligibility requirements and are submitted within required timeframes.
- Maintain a register of grant opportunities, applications, outcomes, key dates and reporting requirements.
- Monitor successful grants to ensure funding conditions, project deliverables and reporting obligations are met.
- Coordinate and submit grant reports and acquittals within required timeframes.
- Maintain accurate and accessible records of grant applications, agreements, correspondence, expenditure and acquittals.
- Provide regular updates to the Committee on upcoming opportunities, applications, funding outcomes and grant commitments.

**Skills & Desirable Characteristics:**

- Hold or willing to apply for a current volunteer "Working with Children Check".
- 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.