

POSITION DESCRIPTION

Grants Coordinator



Objectives

- Identify potential new funding sources to support the club's goals and priorities.
- Oversee the entire grant application process, ensuring timely submissions and adherence to grant requirements.
- Collaborate with various club members to develop comprehensive grant applications, including budgeting and program proposals.
- Monitor and manage existing grants, ensuring compliance and timely reporting.

Responsibilities

- Maintain a comprehensive database of future projects and programs that align with the club's objectives, effectively creating a "grants wish list".
- Proactively identify grant opportunities and spearhead the development of applications, ensuring they meet the specific requirements of the funding entity.
- Oversee the submission of grant applications, ensuring all necessary documentation and budgeting details are included.
- Coordinate the submission of grant acquittals, ensuring compliance with the terms of the grant.
- Document all grant-related processes, maintain meticulous records, and produce detailed reports for the club committee, ensuring transparency and accountability.

Relationships

- Reports to the President, Secretary, and the Committee.
- Collaborates with various club departments and members to gather information for grant applications.
- Engages with external entities, including councils, government agencies, and other funding organisations.

Accountability

- The fundraising coordinator is accountable to the executive of revenue streams and executive committee.
- Provide a report on any aspect of it's portfolio to the committee when requested.
- The fundraising coordinator shall seek approval from the committee of all fundraising activities.
- Seek approval from the appropriate committee member prior to committing the club to any financial expenditure or action.