



## POSITION DESCRIPTION

### JOB TITLE:

Grants Officer

### OBJECTIVE:

The Grants Officer is responsible for the coordination of applying for club grants.

### RESPONSIBILITIES:

- Develop a grant action plan.
- Identify and suggest grant opportunities.
- Liaise with “Grant Professionals” to assist the club with finding and writing the applications for grants.
- In conjunction with the Treasurer, keep records relating to grant activities.
- Provide monthly updates to the committee regarding grant duties.
- Provide stories (when applicable) to the Communications Officer so they can be distributed to the club members, sponsors & wider community

### RELATIONSHIPS:

- The Grants Officer reports to the President, Secretary and General Committee.
- Liaises with Communications Officer.

### ACCOUNTABILITY:

- The Grants Officer is accountable to the President, Treasurer and General Committee.

### ESSENTIAL SKILLS:

- Effective communication and interpersonal skills.
- Is well informed of all club activities, past and present.
- Is aware of future directions and plans of members.
- Is positive and enthusiastic, can think outside the square.
- Knowledge of the club’s rules, policies and guidelines.