



Grants Manager

Position Description

Overview

The Grants Manager is primarily responsible for applying for grants to secure funds to support the development plans and normal activities of the Club.

Core Responsibilities

- Liaise with Administration and Finance Portfolio Managers to determine projects that might qualify for funding via various grant schemes.
- Build a strong relationship with the local council and look after council members when at the club.
- Investigate and develop a list and annual schedule for grants from government, public and private companies, public and private philanthropic trusts and foundations.
- Apply for grants.
- Monitor the success of the grant applications.
- Record successful grants and report to the executive committee monthly via Finance Portfolio Manager
- Build a relationship with grant specialists to assist with grant prospecting and application.

Additional Responsibilities

- Report on grant activities to Executive Committee via Finance Portfolio Manager.
- Train, mentor and support an incoming Grant Manager.

Knowledge and Skills Required

- Knowledge of the Club's Strategic and Annual Plans.
- Informed of club activities across all portfolios.
- Knowledge of organisations offering grants.
- Ability to research grant opportunities.

Personal Qualities

- Effective communicator.

Qualifications

- None required.

Expected Time Requirement

Approximately 20 hours per annum.