Position Description
GRANTS COORDINATOR

Objectives
Prosper and apply for small and large (capital works) grants.

Position within the Committee:
☐ Executive ☐ Committee ☑ Volunteer
Member of the Income Streams Working Group.

Duties Profile
- Liaise with Executive to determine club plans and financial requirements for the coming one to two years.
- Prospect for grants from government, public and private companies, public and private philanthropic trusts and foundations that align with organisational needs. Use of GrantGuru, GrantConnect, GrantHub may be beneficial
- Write and prepare compelling grant applications
- Monitor the success of the grant application.
- Record successful grants for the year. Monitor and manage compliance with funding condition to ensure timely delivery of outcomes.
- Maintain relevant records and prepare and submit acquittal documents for successful grants.
- Review and update the club grants databases, including Grants Diary and Grants Library
- Provide a report on grants to the executive committee when required.
- Build a relationship with grant specialists to assist with grant prospecting and application.

Qualifications and Experience
Exceptional communication skills including verbal and written reports with the ability to tailor style to suit individual stakeholders.

Accountability
Treasurer and Income Streams Coordinator.
Provide a report to the Income Streams Coordinator for the Executive, as required.

Working Relationships:	*Relevant Documents:*
Treasurer	Grants Diary
Income Stream Coordinator	Grants Library

KALAMUNDA RANGERS
Teeball – Baseball – Softball

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