



## Grants Officer

### Responsibilities

The Grant Officer looks to manage (identify and secure) established grant opportunities provided by Government and Private sectors. The Grants officer will oversee all facets of Grants processes.

### Duties

- Work with the Club Executive to develop a Grant strategy
- Be one of the informed points of contact for Club staff on competitive and contract grant related matters.
- Create and implement an annual Grant calendar that delivers to the Clubs overarching strategy
- Build and maintain strong relationships across a diverse group of stakeholders.
- Submit well-researched, quality grant proposals aligned with budget.
- Provided accurate monthly and annual reports on grant applications and status.
- Maintain online records with baseline information required for most grants
- Continuous improvement - Develop and maintain standard operating procedures and process mapping to meet accountability and deadlines.
- Understand the Clubs lease / Tenure agreements to know how Grants could be applied
- Obtain Quotes from possible contractors for potential projects
- Engage closely with Local Government building strong relationships
- Understand and implement the Clubs strategic plan or Facilities plan
- Help Project Manage potential projects

### Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Grant Writing
- Is well organised.