



Grants Coordinator

JOB TITLE:

Grants Coordinator

OBJECTIVE:

The role of the Grants Coordinator is to coordinate grant and funding applications to provide an additional revenue source for the Club.

RESPONSIBILITIES:

- Adhere to the mission, vision, and values of the Club.
- Research and identify grants and funding opportunities for the Club.
- Review grant/funding guidelines to ensure Club is eligible.
- Collect and collate all necessary supporting documentation and information to accompany the application.
- Ensure approved grants and funding are acknowledged in Club communications to members, on website and social media pages.
- Maintain a register of all grant/funding applications.

RELATIONSHIPS:

- Collaborate with community partners to support applications, if needed.
- Submit all applications to the president for final review
- Provide committee with regular updates
- Liaise with treasurer to ensure all grants/funding has been received