

**<Insert Name of Club>**

**Position Description – 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

**ACCOUNTABILITY:**

**REFERENCE:**

<https://www.wacricket.com.au/support/volunteers/role-descriptions>