

POSITION DESCRIPTION

PRIMARY PURPOSE OF POSITION

The (club name) Gliding Club Grant Officer is primarily responsible to optimise funding opportunities from all external sources and private sectors to assist club goals and objectives.

Key Responsibilities

- Ensure (club name) promotes the participation and achievement of gliding for the needs of its members, community, and additional stakeholders.
- Source and facilitate successful funding and grant applications for club development and club goals and objectives.
- Identify available grants, funding opportunities and other sources of funds through local, state, and federal opportunities.
- Create a grant calendar to track annual grant opportunities.
- Prepare or coordinate quality grant and funding applications.
- Ensure any funding documentation and/or reporting is completed in relevant time frames.
- Ensure grant outcomes are delivered on time, with best practice and minimal exposure to risk.
- Complete or assist in completing any successful grant compliance and/or acquittal requirements.
- Liaise with (club name) Treasurer to assist with any grant budgeting, accounting, and reporting to ensure accuracy and administration is completed.
- Follow up on unsuccessful grants to identify where grant applications can be improved for future grants.
- Attend committee meetings if required.
- Review and revise (club name) Volunteer Officer position description to ensure it continues to reflect the requirements of the role.
- Train, mentor, and support the next (club name) Volunteer Officer.

Knowledge, skills, and abilities

- Be friendly and easy-going in approaching others.
- Be a person who can develop good relationships internally and externally
- Strong writing skills or willingness to learn grant submissions
- Be comfortable with using email or other communication tools to find, apply and acquit grant applications.
- Strong understanding of club needs, goal, and objectives to identify suitable grants.

Other requirements

- Induction Training
- Working with Children Check (insert correct state authority)
- If at any stage the (club name) Grant Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) Secretary.