

VULTURES POSITION DESCRIPTION

POSITION TITLE:	Grants Administrator
REPORTS TO:	Treasurer
DIRECT REPORTS:	Nil
DEPARTMENT:	Finance

POSITION PURPOSE:

Administration of the grants process including receiving, assessing, tracking, documenting all grant applications and ensuring acquittal documentation is submitted to funding body by the required deadline.

KEY RESPONSIBILITIES:

The duties of the Grants Administrator may include but are not limited to:

- Identify funding opportunities
- Research, write and submit grant applications
- Oversee grants flow process, including approvals, database management, documentation and processing
- Process acquittals as per funding agreement guidelines
- Ensure compliance with necessary funding bodies and regulatory authorities
- Prepare monthly report and submit it to Treasurer (3rd Monday of each month)
- Work with facilities manager, external contractors and council officers for any works to be undertaken around the club facilities

End of year hand over

Review

An important role is to review the past year and make recommendations or changes to the Treasurer so they can present to the Board for approval for next season.

Updating key documents

At the end of each year the Treasurer will review and revise the position description with the current incumbent to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Grant Administrator

An important responsibility of the outgoing Grant Administrator is to train, mentor and support the incoming Grant Administrator.



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ESSENTIAL SKILLS & REQUIREMENTS:

- Excellent written and verbal communication skills
- Strong research skills to find and evaluate potential funding sources
- Ability to plan, execute and evaluate grant activities
- Compliance skills to understand the contractual obligations of grants received
- Time management skills to ensure grant funding is spent and acquitted by deadline

KEY RELATIONSHIPS:

- Treasurer
- Board Members
- Facilities Manager
- Funding Bodies
- External Contractors
- Council Offices

The estimated time commitment required as the Grants Administrator is approximately 1-2 hours per week.