

## POSITION DESCRIPTION

### ASF & Grants Manager



#### Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

#### Objectives

- To prospect and apply for small grants.
- To prospect and apply for large (capital works) grants.
- To report to executive of revenue streams and the executive committee.

#### Responsibilities

- Establish and maintain strong relationship with Loddon Shire.
- To prospect for grants from government, public and private companies, public and private philanthropic trusts and foundations.
- To apply for grants.
- To monitor the success of the grant application.
- To record successful grants for the year.
- To provide a report on grants to the executive committee when required.
- To look after Loddon Shire council members when at the club.
- Build a relationship with grant specialists to assist with grant prospecting and application.
- Ensure all relevant actions required under grant conditions are recorded and actioned.

#### Relationships

- Reports to and liaises with the executive of revenue streams and executive committee.
- Builds a strong relationship with local council and councilors.
- Liaise with third party grant specialists.

#### Accountability

- The grants manager is accountable to the executive of revenue streams.
- Provide a report on any aspect of grants operations to the executive committee when requested.