

# Position Description: Fundraising / Grants Coordinator

## Fundraising / Grants Coordinator

The Fundraising / Grants Coordinator is responsible for overseeing all fundraising activities. This position will work closely with the Treasurer to monitor fundraising income.

### Ideal candidate is:

- A good communicator
- Excellent networker
- Well organised

### What they do

- Prepare Grant Applications in line with the Strategic Plan.
- Actively seek out funding opportunities.
- Maintain positive relationships with funding bodies and sponsors.
- Hold orientation and training for new and existing volunteers eg canteen workers.
- Report regularly to the executive.
- Develop sponsorship proposals and ensure sponsorship agreements are honoured.



### Desirable Skills

- Strong verbal and written skills
- Good organisational skills
- Understanding of grants process
- Strong interpersonal skills

### Time Required

<insert number of hours> hours per week from <insert month> to <insert month>.