

## **POSITION DESCRIPTION**

### **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 grants suitable for the Association and Doveton Tennis Club.
- To prospect and apply for large (capital works) grants.
- To report opportunities and grant/funding requirement to the President and the Committee of Management of Waverley Tennis and/or the President and Committee for Doveton Tennis Club

#### **Responsibilities**

- To build and manage a strong relationship with the local council.
- To prospect for grants from government, public and private companies, public and private philanthropic trusts and foundations.
- To lead the grant application process on behalf of the Association and Doveton Tennis Club
- To monitor the success of the grant application.
- To record successful grants for the year.
- To provide a report on grants to the Committee of Management when required
- To liaise with the Committee of Management to identify opportunities/event that dignitaries can be invited to attend.
- To look after local council members when at the club.
- Build a relationship with grant specialists and industry bodies to assist with grant prospecting and application.

#### **Relationships**

- Reports to and liaises with the President and Committee of Management for Waverley Tennis
- Reports to and liaises with the President and Committee for Doveton Tennis Club
- Builds a strong relationship with local council and councilors and State and Federal Members of Parliament.
- 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.