The Grants Officer ......................................................... of the .....................................   
............................. Club.

## **Responsible To**

The Grants Officer is directly responsible to the President of .................................. Club and members of ............................................. Club.

**Responsibilities and Duties**

The Grants Officer should:

* Be able to identify potential sponsorship and grants available to the club
* Write a sponsorship proposal
* Develop a sponsorship and fundraising plan
* Maintain relationships with sponsors and grant organisations
* Be able to report to the club committee

**Knowledge and Skills Required**

Ideally the Grants Officer is someone who:

* Has experience, or has skills and knowledge, of completing successful funding applications.
* Can communicate effectively.
* Is well organised.
* Can maintain confidentiality on relevant matters.

**Estimated Time Commitment Required**

The estimated time commitment required as the Grants Officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Grants Officer is appointed for a \_\_\_\_\_\_\_\_ period.