

Job Description: Grants and Sponsorship Manager

Role: Volunteer (Unpaid Committee Position)

Time: 1 hour a week (with a few busy periods)

Reports to: Club Treasurer / President

What is the goal?

To secure external funding, equipment, and cash investments through government grants and local business sponsorships to keep registration fees low and improve club facilities.

What will you do?

- **Find and apply for grants:** Search for local council, state government, and community sporting grants, and write applications to secure funding for new equipment or facility upgrades.
- **Recruit local sponsors:** Reach out to local businesses to pitch sponsorship packages (like banner placement on the fence, logos on club shirts, or naming rights for events).
- **Look after current sponsors:** Ensure the club delivers on its promises to current sponsors, such as thanking them on social media or inviting them to presentation days.
- **Manage grant reporting:** Keep track of how grant money is spent and complete the necessary acquittal paperwork required by grant providers.
- **Work with the Treasurer:** Ensure all sponsorship invoices are sent out on time and track when grant funds land in the club bank account.

What skills do you need?

- Strong written communication and confidence pitching ideas to local businesses.
- Highly organised with the ability to follow strict grant guidelines and deadlines.
- Basic spreadsheet skills to manage sponsor contact lists and tracking sheets.