

# VACANCY

## Grant Coordinator

### Position Description

This is a volunteer position.

**Your role:** To identify potential grants and other sources of funding for Gecko projects.

### Your reward!

- Satisfaction of turning an idea into a reality
- Playing a critical role in Gecko's advancement
- Working with a wide variety of people
- Learning valuable new skills – everybody wants and loves someone who can fund their brilliant ideas!

**Hours:** Initially, a minimum of one day per week, or equivalent.

**Supervision:** You will be working in liaison with the proposer of any project which requires grant funding, along with guidance from the Treasurer, bookkeeper and the office manager.

### The job:

- Chair the Grants committee meetings each fortnight, and ensure that responsibility for the agenda and minutes is delegated
- Canvass active Gecko members for their project ideas and wishes
- Identify relevant grants for any such proposed projects, and advise the Management Committee monthly of any suitable grants available
- Coordinate the processing of grant applications
- Work with project coordinators to ensure relevant data is processed and submitted within the necessary timeframe
- Maintain clear records to track the progress of all applications from inception to completion
- Maintain records of all grants applied for and received
- Maintain general information applicable to all grants, such as background info on Gecko, general letters of support, current Gecko activities, profiles of office bearers and other key supporting information.
- Be conversant with Gecko's grants policy and recommend changes as appropriate

### Ideal skills and qualities required:

- Computer literacy
- Knowledge of best practice grant-writing procedures, or ability to obtain same
- Good organisational skills with ability to follow-up actions
- Methodical approach to work and accurate record-keeping skills
- Ability to be self-directed and to work both independently and as a member of a team
- Commitment to environmental ethos