



Maidstone Football Club

Role Description

Role: Grant Manager

As the Grants Manager for the club you will be responsible for identifying, applying for, and following up, grant applications. There is a vast array of opportunities to increase investment in the club, and it is the role of the Grants Manager to identify and make the most of these opportunities. A successful Grant Manager has the opportunity to make a massive difference to the club's resources.

Responsibilities:

- Liaise with a wide range of grant funding bodies (local Government, RFU, Sport England, SportsMatch) in order to identify potential funding sources.
- Liaise with the Executive Committee and respective project committees to identify club funding requirements which may qualify for grant funding.
- ensure grant application efforts are appropriately directed and realistic.
- Explore opportunities, assemble appropriate supporting information and apply for grants to assist club funds.
- Follow up all grant applications by liaising with the funding body to ensure the smooth and timely processing of the application.
- Liaise with the Treasurer and Executive Committee to ensure that the approved funds are utilised appropriately.
- Regularly review this job description and ensure it remains appropriate and ensure the next person taking over the role is prepared and the transfer is completed smoothly with the minimum of disruption.

Attributes:

- Well organised and methodical.
- Enthusiastic & Motivating.
- An effective communicator – both written and oral.
- Ideally experienced in the finance industry or project management.