



VOLUNTEER POSITION DESCRIPTION

Grants Administrator

Overview of Organisation: The Chase and Tyler Foundation (CTF) is an independent charitable organisation working to prevent deadly carbon monoxide poisoning throughout Australia. We deliver a national preventive health effort by working with stakeholders for an effective sustained investment in prevention and health promotion.

Position Description: We are seeking a Grants Administrator to work closely with the Executive Team to maximize the financial sustainability of Chase and Tyler Foundation.

Responsible to: Executive Team

Time Commitment: This position will be a minimum of two hours per week. All work will be conducted via work from home.

Key Responsibilities:

- Conduct research into available grants and other funding opportunities
- Research requirements and suitability of available grants
- Seek information from funding bodies (philanthropic trusts, government departments, local councils etc.), community groups and potential project partners
- Collaborate closely with the Executive Team in grant proposal preparation
- Write and prepare grant applications, prepare supporting documents and prepare grant acquittals
- Update and maintain the grant database
- Other duties as assigned

Skills:

- Experience in the Non-for-Profit Sector, specialising in Grant applications.
- Documented grant seeking/grant writing experience
- Strong research skills
- Strong organisational skills
- Ability to work within tight deadlines
- Attention to detail when performing work tasks
- Able to maintain accurate record of all database information and file accordingly
- High level computer literacy (Gmail/Outlook, MS Word, MS Excel)
- Excellent verbal and written communication skills
- Excels at planning, organising and prioritising
- Demonstrated initiative and a 'can do' approach

To apply: Email resume (in PDF format) volunteer@chaseandtyler.org.au