



SUPPORT FOR
INCURABLE
BREAST CANCER

Position: Grants Coordinator

June 2017

Reporting to: Fundraising Manager

Location: Auckland

Objective: To effectively manage Sweet Louise's trust and foundation calendar. Identify and maintain relationships with trusts and foundations and deliver on accountability reports.

This is a key role within the fundraising team and one that will involve working closely with the Fundraising Manager, CEO, Accounts Administrator and Support Coordinators.

Key Responsibilities

- Research funding opportunities
- Write and process applications
- Ensure grant accountability and reporting requirements are met
- Build and maintain relationships with funders
- Ensure accurate records are kept

Attributes

- Proven track record of successfully managing grants calendar
- Experience in the not for profit sector desirable
- Excellent written and oral communication skills
- Efficient IT skills in all Microsoft packages
- A positive, flexible attitude.