



The Shots Foundation



Job Description for **Grant Application Writer (Volunteer)** for the Shots Foundation.

‘Making a difference in our local community’

Duties. On behalf of the Shots Foundation, the charitable arm of the Aldershot Town FC, the postholder is to actively seek, and apply for, grants and fund-raising opportunities that will allow the Foundation to continue to “Make a difference to the local community of North East Hampshire and Surrey”.

Reporting to – the Foundation Manager or the Chair of the Foundation.

This role is voluntary.

The **Grant Application Writer** duties will include, but are not limited to:

- Identify, through self-research, potential sources of grants.
- Create and maintain a database of sources of grants and associated local and national organisations
- When grants are identified, seek appropriate, forms, documents etc for completion.
- Complete Forms by writing high-quality grant proposal applications, and creating supporting documents for said applications.
- Be responsible for researching, collecting data, and writing of each grant.
- Work with the Foundation Manager, the Foundation Chair, the ATFC Finance Manager and other ATFC staff to compile financial information and data as required.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develop and maintains an application calendar.
- Coordinate and follow-ups on the progress of submitted proposals.
- Develops an annual grants strategy.
- Maintain the Shots Foundation just- giving page.
- Conduct prospect research to identify, cultivate and solicit new grants.
- Consults with the Commercial Manager of ATFC to ensure avoidance of duplication of work.
- Consults with the Foundation Manager to ensure that the Foundation has the resources to deliver on any proposed grant application.
- Perform other duties as assigned.

Experience/Qualifications:

- Demonstrated ability to write fluently, understanding the needs of the proposed audience.
- Detail-oriented, organized, deadline-driven.
- Clear, precise and compelling writing skills.
- Able to effectively communicate.
- Motivated self-starter with the ability to work independently with purpose and accuracy especially when a grant deadline approaches.
- Competence in all areas of Microsoft Office.
- Able to check the fine details of any proposal or document produced.
- Organised.
- A team player with a sense of humour.
- Enjoys football and sport in general.
- Want to make a difference to the local community.

April 2019 – to be reviewed annually.

To apply, please send your CV including details of how you feel you can support us to;

John.casey@shotsfoundation.org Chair of the Foundation or

John.Monday@shotsfoundation.org Foundation Manager.