

Position Description			
Position Title	Grants & Sponsorship Officer		
Position Type	Volunteer	Reporting To	NOM
Location	Flexible	Date	November 2025
Nature of Tasks	Stakeholder Engagement, Administrative Tasks, Grant Applications, Sponsorship Development & Management		
Suitable For	An experienced administrator with previous working history completing grant applications, working with multiple stakeholders and the ability to engage manage sponsors to align with the ACF and its events and programs.		
Key Relationships	Internal – NOM, Board External – Grant Bodies, & Sponsorship Partners		

ABOUT THE AUSTRALIAN CALISTHENIC FEDERATION

The Australian Calisthenic Federation Limited (**ACF**) is the national governing body for Calisthenics in Australia. The ACF is responsible for developing the sport and setting the strategic direction at the National level, with the primary goal to innovate, promote, administer, and coordinate the unique sport of Calisthenics. Through its efforts, the ACF ensures national consistency with rules, coach accreditation, skills and adjudicating programs, and the delivery of a National Competition Event program, through volunteer run standing committees.

OVERVIEW AND PURPOSE OF THE POSITION

The Australian Calisthenics Federation (ACF) is seeking a passionate and focused Grants and Sponsorship Officer to support its mission to secure the financial resources necessary to sustain and grow the sport. Working with the National Operations Manager (NOM), this volunteer role will provide administrative and operational support contributing to the strategic development, management and execution of sponsorship initiatives and grant opportunities. The Grants and Sponsorship Officer role involves creating compelling sponsorship event packages, seeking, and managing short and long term partnerships with sponsors, and writing persuasive grant applications to secure funding for the ACF's programs, competitions and events, and operational needs.

This dynamic role requires strong administrative skills, high level professionalism, confidentiality, energy, and keen attention to detail. Excellent communication skills are essential, both written and verbal, to effectively engage with sponsors, grant bodies and stakeholders. Previous experience in securing and managing sponsorships and grants, as well as the ability to document processes for streamlined, future fundraising initiatives is essential.

Reporting to the NOM, the time required is approximately 6-8 hours per month with some hours required to be completed out of business hours to meet the unique needs of the role. More time may be required leading up to planned competitions and events. Initially, some additional time will be required in orienting in the role and completing a handover.

KEY RESPONSIBILITIES

- Work closely with the NOM to build several layers of sponsorship opportunities to align with the ACF's various programs, events, and competitions.

- Develop sponsorship proposals and presentations that clearly articulate the benefits of partnering with the ACF.
- Increase funding for the ACF's activities through various grant opportunities.

CORE FUNCTIONS

- Administrative Support
 - Provide administrative assistance to the NOM focusing on sponsorship and grant management.
 - Assist in the preparation of presentations, proposals and reports related to sponsorships and grant opportunities.
 - Actively seek opportunities and organise meetings and discussions with potential sponsors and grant bodies.
 - Coordinate and maintain comprehensive records of all sponsorship and grant activities, including contracts, deliverables, and reporting requirements.
- Sponsorship Development and Management
 - Work closely with the NOM to develop sponsorship event package options for ACF run competitions and events.
 - Identify potential sponsors and cultivate relationships with both short and long term partners that align with the ACF's purpose and values.
 - Manage sponsor relations to ensure contractual obligations are met, including delivery of acknowledgments and promotional activities.
- Grant Writing and Management
 - Research and identify suitable grant opportunities from government agencies, and private organisations that align with ACF's objectives and priorities.
 - Draft grant applications on behalf of the ACF, ensuring that all submissions are accurate, compelling, and meet the requirements of the funding body.
 - Coordinate with the NOM to gather the necessary information, statistics, and narratives for successful grant applications.
 - Track grant application deadlines and reporting schedules, ensuring that the ACF remains compliant with successful grant agreements.

- Sponsor & Grant Pipeline Development
 - Develop and maintain a pipeline of potential sponsors and grant opportunities, actively seeking new partnerships to support the sports growth.
 - Maintain a database of grant bodies, funding timelines and sponsorship contacts for long term relation management.
- Collaboration and Communication
 - Collaborate with the NOM and ACF's marketing team to ensure that sponsorship activations are promoted across digital and traditional media partners.
 - Liaise with the NOM, event coordinators and Finance Officer to ensure smooth integration of sponsorship and grant activities within the ACF's overall operational strategy, ensuring timely and clear communication including status updates, deliverables, and reporting outcomes.

QUALIFICATIONS AND SKILLS

- Experience
 - Demonstrated experience in researching, writing, and submitting successful grant applications.
 - Proven track record of successfully securing sponsorships.
- Administration & Communication Skills
 - Ability to create compelling sponsorship packages and manage sponsor relationships from initiation through to execution and reporting.
 - Excellent written and verbal communication skills with the ability to craft persuasive narratives for both grants and sponsorship proposals.
- Personal Qualities
 - Passionate about promoting Calisthenics and supporting ACF's mission.
 - Strong organisational skills with the ability to manage multiple projects, meet deadlines and ensure attention to detail in all deliverables.
 - Ability to think strategically about sponsorship opportunities and grant writing to align with the ACF's broader goals and objectives.
 - Strong interpersonal skills with the ability to build and maintain relationships with sponsors.
 - Able to work independently while also being an effective team player.
 - Handle sensitive information with confidentiality and discretion.
 - Must have experience working with Children/Young People and be prepared to sign a statement that they have read, understood, and are committed to the ACF Child Safe Practices outlined in the ACF Safeguarding Child & Young People Policy.
 - Knowledge and experience within the sport of Calisthenics or similar sport is desirable but not essential.

ORGANISATIONAL REQUIREMENTS

- Current Working with Vulnerable People (WWVP) registration - or equivalent.
- Adhere to ACF's Code of Conduct.

PERFORMANCE INDICATORS

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities annually as part of the ACF's Performance Review process.

At all times you are expected to ensure the company needs are forefront of your decision making and the outcome of your work aligns with the ACF's strategic plan.

RELATED DOCUMENTS

The following documents relate to the position:

Reference	Title	Identifier
(1)	ACF Code of Conduct	ACF-078-POL
(2)	ACF Safeguarding Child & Young People Policy	ACF-076-POL