



## Acts Proposal Officer

### **JOB SUMMARY**

The Acts Officer is responsible for coordinating the approval of funding requests from supporters. Reporting to the Acts Manager, the Acts Officer will ensure that all appropriate procedures are followed when approving or declining applications, and that all requests are processed in a timely and organized fashion. This role involves preparing and managing reports to give a real time overview of the Acts department. The Acts Officer is expected to provide flexibility and cover/support for the Acts Manager Officer where required.

### **RESPONSIBILITIES**

- Co-ordinate Act Proposals from beginning to end, including the system itself on Podio, queries from supporters and potential applicants, the applications themselves, the approval of acts, allocation of funds or promotional materials, and the completion of acts along with receipts and reimbursement of funds or promotional materials
- Prepare reports within Podio to track and monitor Acts on a regular basis
- Ensure that the relevant staff are aware of proposed or ongoing acts
- Ensure that proper documentation is kept, and appropriate approvals are given on a timely basis
- Ensure that the organization's procedures, particularly for financial applications, are followed
- Support the Acts Manager in communicating with relevant Departments to ensure information is shared with supporters in a timely fashion
- Keep the Acts Manager informed of significant problems that jeopardize the well-being of the organization, escalating to senior staff where necessary
- Attend regular staff and departmental meetings
- Any other projects or duties as requested by the Acts Manager

### **DESIRED QUALIFICATIONS AND SKILLS**

- Excellent computer skills
- Strong communication and interpersonal skills, both inside and outside the organization
- Well organized and deadline-oriented
- Tactful, creative and enthusiastic, with the ability to positively motivate others
- Willing to work independently and as part of a team
- Flexibility concerning work schedule to accommodate evening and weekend meetings and events
- Bachelor's degree, or at least 1 year of experience working with budgets or in project management, preferably in the non-profit sector