

Job Title: Grant writer / Fundraising Manager

Reporting To: Executive Officer

Key relationships: Communications, Finance Manager and all stakeholders

Hours: 1.0 FTE 12 months Fixed term

Salary: 67K PA plus superannuation

Location: Initiatives of Change Centre, 226 Kooyong Road, Toorak, Vic, 3142

Purpose of the Position:

The organisation requires support to enhance its profile in the community and with significant stakeholders.

This role is to build the capacity, deepen the culture of giving and facilitate greater community engagement.

Designing and implementing a fundraising framework and engaging with corporate and community stakeholders in alignment with lofCA strategic direction and Financial sustainability framework.

Responsibilities and Duties:

1. Grant sourcing and applications

Elements of the position include; targeted desk based research of potential funders (e.g. Trusts, Foundations, individuals and government); and the preparation, writing and delivery of successful funder submissions. Secondary elements include; report writing and other written communication requirements.

- Investigate, prepare, write and submit grant applications that frame and meet the needs of lofCA
- Understand and distil lofCA's offering and translate to individual funder needs.

2. Fundraising

- Develop a fundraising action plan
- Identify and suggest fundraising opportunities;
- Develop proposals that influence and engage sponsors and benefactors.

- In conjunction with the Finance team, keep records relating to fundraising monies;
- Provide regular reports to the Executive Officer regarding fundraising duties and events.
- 'Other duties' as required by the Organisation

Team Work

1. Liaise with operational functions such as Communications and Administration as required
2. Attend and contribute to relevant meetings, such as staff meetings

A flexible approach to work arrangements includes working out of normal business hours (for meetings where relevant).

Skills/Attributes:

1. Previous experience in the research and preparation of successful grant submissions within a not-for-profit, social sector context or equivalent
2. Experience working with a philanthropic calendar
3. Ability to influence a range of internal and external stakeholders
4. Experience developing and maintaining funding partnerships
5. Excellent interpersonal and teamwork skills
6. Excellent time management and organizational skills
7. Experience engaging with diverse peoples from different cultural, religious, generational and economic backgrounds.
8. Readiness to respond positively in a dynamic context with a high level of volunteerism

Desirable

Qualifications in Public Relations, Business and or communications,

The successful applicant will be required to pass a criminal record check