POSITION DESCRIPTION

**TITLE:** Grants writer

**REPORTS TO:** Senior Grants Manager

**DOCUMENT EFFECTIVE DATE:** 26 Oct 2017

**Key Internal Relationships:** Fundraising, Communication, Clinical and Operation Staff

**Key External Relationships:** Trusts & Foundations, Government department and Corporates.

**CONTEXT:**

The Shepherd Centre is a world-leading charity providing services to children who are deaf or have a hearing loss, to enable them to develop spoken language and go on to achieve their potential in life. Children completing our early intervention program typically have the same spoken language as other children their age and more than 90% go on to enter mainstream school. Our aim is to be the best in the world in terms of the standard of our clinical programs; the outcomes being achieved by the children; the efficiency of our operations; and our ability to connect people with our cause.

The services and the research structure of The Shepherd Centre are growing rapidly to meet the needs of the many children who currently aren’t enrolled in an appropriate program. Our aim is to support these children to achieve the same outstanding results as our current children, through extended and new services.

**ROLE:**

The Grants writer position is a newly created position, primarily responsible for developing and writing grant proposals to trusts, foundations, government and other grant-making organizations to generate funding for the build of the new Campbelltown Centre and generate funding for this capital campaign. The role will persuasively communicate The Shepherd Centre's mission and programs to potential funders. Reporting to the Senior Grants Manager, the Grants writer will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and reporting deadlines.

**DIRECT REPORTS:**

* none

**SPECIFIC RESPONSIBILITIES:**

* Support Senior Grants Manager in achieving a significant annual income budget, with the specific responsibility for the funding generated for the build and operations of the Campbelltown Centre
* Research online grants opportunities
* Maintain calendar to ensure timely submission of letters of inquiry, proposals and reports
* Work closely with all facets of the organisations to make a strong case for support
* Submit strategic grant applications
* Build strong relationships with Trusts and Foundations, Government and corporates
* Ensure prompt acknowledgement of grants
* Support Senior Grants Manager in submission of high value applications
* Provide Grant reporting support
* Prioritise projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.
* Maintain up to date database records

**KEY PERFORMANCE OUTCOMES:**

* Strategic grants submitted in a timely manner
* Annual budget target achieved
* Reporting as per grants schedule
* % of successful grants as per KPIs

**FLEXIBLE WORKING:**

The particular areas of flexibility that apply to this role are:

* Location: this position is based in Newtown, with an option to work in Liverpool or Macquarie centres
* Working away from a centre: this position will be required to work from other Shepherd Centre locations from time to time
* Times of working: this is full time position 35 hrs/week.

**DECISION AUTHORITIES:**

* Decisions in your area of professional responsibility: full authority and responsibility for the decisions in your area of responsibility (unless specifically directed otherwise)
* Decisions in specific projects: as per their assigned project team role (Policy GOV15 Conduct of Operations)
* Financial decisions: as per Policy GOV04 Delegations of Authority
* Employment decisions: as per Policy GOV04 Delegations of Authority; and Policy PPL08 Recruitment, Selection and Induction

**CORE RESPONSIBILITIES, EXPERTISE & BEHAVIOUR:**

* Active support for The Shepherd Centre’s Vision and Mission
* Behave in accordance with The Shepherd Centre’s Values, our Code of Ethics and Conduct policy, and our Staff Charter
* Actively contribute to The Shepherd Centre’s success in achieving our Ongoing Operational Goals:
  1. Being an employer of choice for people passionate about achieving our mission
  2. Having a work culture that supports passion, respect, responsibility and effectiveness
  3. Increasing net income to allow us to assist more children on a financially sustainable basis
  4. Continuous improvement in efficiency, excellence and service impact
  5. Compliance with our regulatory and funding requirements
* Actively support the success of other staff and teams within The Shepherd Centre, with proactive support of fundraising activities when requested.
* Act in accordance with all applicable The Shepherd Centre Policies
* Understand The Shepherd Centre’s core outcomes and activities; our funding situation; and our role within the sector supporting children with hearing loss
* Have the core business skills of: proactive communication; responsiveness; basic computer literacy; commitment to ongoing business improvement; and commitment to ongoing skills improvement

**AREAS OF COMPETANCIES AND KNOWLEDGE:**

* Excellent creative writing.
* Analytical, and organisational skills are essential
* Motivation and drive with strong time-management
* Strong attention to detail
* Ability to successfully work on multiple, simultaneous projects
* Ability to work well under pressure and to seek and synthesize information and communicate in a compelling and succinct form
* A solid understanding of budgets as they relate to proposals and grants
* Experience using online databases and other online sources to locate data and information

**POTENTIAL ROLE PROGRESSION:**

* Next role assuming typical career progression: Grants Manager

**ESSENTIAL QUALIFICATIONS, CERTIFICATES AND LICENSES:**

* The following must be maintained as an essential part of the role. If they are not maintained then employment in this role will have to be terminated:
  + - Legal right to work in Australia

**OTHER QUALIFICATIONS, CERTIFICATES AND LICENSES:**

* none

**WORKPLACE SAFETY:**

* Take proactive measures to promote health and safety at the workplace & take precautions to minimise the risk of work-related injury and harm
* Adhere to The Shepherd Centre’s policy and procedures.

Name of position incumbent:

Signature:

Date: