

POSITION DESCRIPTION

GRANTS COORDINATOR



STAFF MEMBER:

POSITION TITLE: GRANTS COORDINATOR

REPORTS TO: PHILANTHROPY & PARTNERSHIPS MANAGER

DIRECT REPORTS: Nil

POSITION OBJECTIVE

The Grants Coordinator is responsible for securing revenue for the Women's & Children's Hospital Foundation (WCH Foundation) through grant-seeking from philanthropic trusts and foundations.

The incumbent will be responsible for coordinating all aspects of grant-seeking including: identification and research of aligned philanthropic partners, coordination of a calendar of grant-funding opportunities, writing concise and compelling grant submissions, and managing a portfolio of relationships with philanthropic funders.

You will work in close consultation with staff across the organisation to identify projects that require philanthropic funding, develop appropriate grant submissions, and ensure the successful delivery of this important revenue stream.

The Grants Coordinator will also provide support to colleagues in the Philanthropy and Partnerships team through assisting with the development of fundraising proposals and communications and providing quality prospect research across relationship fundraising portfolios.

The role will work closely with senior staff across the organisation to maximise opportunities for grants-based giving and offers an exciting opportunity to contribute to the WCH Foundation's mission to improve the health and wellbeing of women, children and families in South Australia and beyond.

PRINCIPAL RESPONSIBILITIES

- 1. Coordinating a portfolio of grant funding opportunities from trusts, foundations and other philanthropic partners.**
- 2. Writing compelling grant submissions and fundraising proposals that are successful in generating revenue.**
- 3. Delivering high-quality stewardship of philanthropic partners through timely reports, impact updates and communications.**
- 4. Providing support to colleagues in the Philanthropy and Partnerships team through prospect research and the development of fundraising proposals and communications.**

DETAILED RESPONSIBILITIES

- 1. Coordinating grant funding opportunities from trusts, foundations and other philanthropic partners.**
 - Proactively identify funding opportunities from trusts, foundations and other philanthropic partners who are aligned with the mission of the WCH Foundation.

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- Coordinating a calendar of grant opportunities, including developing and maintaining organisational processes for grant applications.
 - Using the Raiser's Edge NXT database to accurately track and manage funder relationships including recording moves management stages, meaningful interactions, and grant submissions and outcomes.
 - Utilising external resources to research prospective funders and identify eligible grant opportunities.
 - Collaborating with staff in the Philanthropy and Partnerships team and across the WCH Foundation, to identify philanthropic opportunities, enhance relationships and maximise income generation.
 - In conjunction with the Philanthropy and Partnerships Manager, develop and document strategies to enable improvement and future growth of revenue from grants.
 - Provide regular progress updates to the Philanthropy and Partnerships Manager, including tracking, reporting and analysis to ensure budget targets and key performance indicators are being met.
- 2. Writing compelling grant submissions and fundraising proposals that are successful in generating revenue.**
- Developing grant submissions and fundraising proposals for a range of programs and activities, with high quality writing that is concise, compelling and impactful.
 - Collaborating with colleagues across the organisation to gather accurate project information, budgets and other related details.
 - Ensuring that all submissions are accurate, timely and aligned with the guidelines of each funder.
- 3. Delivering high-quality stewardship of philanthropic partners through timely reports, impact updates and communications.**
- Actively monitoring and strengthening relationships with philanthropic partners through high quality communications and stewardship activity.
 - Providing acquittal reports, impact updates, and other written communications, as well as coordination of personal contact such as Hospital tours.
 - Creating personalised stewardship strategies for philanthropic partners that communicate impact, report on use of funds, and provide opportunities for funders to engage more deeply with the work of the WCH Foundation.
- 4. Providing support to colleagues in the Philanthropy and Partnerships team through prospect research and the development of fundraising proposals and communications.**
- Establishing and maintaining effective internal working relationships.

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- Utilising internal and external resources to identify, research and analyse prospective donors including individuals, trusts, foundations, and corporates.
- Enhancing supporter and prospect data in the NXT database with updated biographical, financial capacity, affinity and linkage information.
- Delivering research briefings and prospect profiles to Philanthropy and Partnerships Manager and other relevant team members.
- Providing administrative support to relationship fundraising staff with the creation of written fundraising proposals and communications.

PERSON SPECIFICATION

- An interest in supporting the health and wellbeing of women, children and families.
- Excellent written and verbal communications skills, with relevant experience in preparing written grant applications, sponsorship proposals, profiles and/or briefings.
- An enthusiastic self-starter with the ability to manage multiple projects, prioritise tasks and meet deadlines.
- Strong attention to detail with demonstrated analytical and problem-solving skills, including the ability to research, analyse and evaluate information to prepare written briefings, grant submissions and prospect profiles.
- The ability to work collaboratively and foster strong relationships with internal and external stakeholders.
- Proficiency with relational databases (Raiser's Edge NXT experience preferred), and high competence with Microsoft Office Suite.
- Prior knowledge of philanthropy, philanthropic organisations, and high net worth populations is advantageous.
- Experience in working within an effective team and ability to work in an environment based on communication and trust.
- Must have a current WWCC or be willing to undertake a WWCC.

OTHER DUTIES

- Other duties as may be required from time to time to meet the objectives of the position and the organisation.
- Contribute to the preservation and protection of the WCH Foundation's corporate knowledge through accurate and effective record keeping and use of the relationship management database.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by adhering to the provisions of the relevant legislative requirements including Equal Employment Opportunity and Work Health and Safety, the Code of Conduct and organisational policies.

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SPECIAL CONDITIONS

- Some out of hour's work may be required.
- May be required to travel intra/interstate.
- Must be prepared to attend relevant meetings and educational activities as required.
- Must be prepared to participate in the performance development process.

PERFORMANCE & SALARY REVIEW PROCESS

Remuneration levels are based on experience and performance achieved within the salary range identified for each position. Performance will be assessed on the relative achievement of the Key Result Areas as agreed above. Informal market reviews will be conducted from time to time to ensure the remuneration is competitive.

Performance reviews will be conducted annually.

KEY PERFORMANCE INDICATORS (KPIs)

KPIs for this position are determined in consultation with the Head of Fundraising & Marketing and Philanthropy & Partnerships Manager as part of the annual appraisal process.

The WCH Foundation supports employee participation in related education opportunities.

Grants Coordinator

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Chief Executive Officer

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