

Grants & Prospect Research Coordinator

Position Description

Staff Member:

Position Title: Grants & Prospect Research Coordinator

Reports To: Relationship Manager – Major Gifts

Direct Reports: Nil

POSITION OBJECTIVE

The Grants & Prospect Research Coordinator is responsible for securing revenue for the Women's & Children's Hospital Foundation (WCH Foundation), through grant-seeking from philanthropic trusts and foundations and providing support to philanthropic fundraising programs.

The incumbent will be responsible for coordinating all aspects of grant-seeking including: identifying and researching aligned philanthropic funding opportunities that support the organisation's strategic goals, coordinating a grants calendar, writing concise and compelling grant submissions, liaising with philanthropic funders, and managing reporting and acquittals for successful funding.

You will work closely with senior staff across the organisation to identify projects that require philanthropic funding, develop appropriate grant submissions, and maximise opportunities for this important revenue stream. The position also supports the development of the Major Gifts and Corporate Partnership portfolios through undertaking best practice prospect research to identify and qualify potential donors and partners, as well as the development of fundraising proposals and communications.

The role offers an exciting opportunity to contribute to the growth and delivery of a successful grants funding stream, to support 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 fundraising 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 identifying funding opportunities from trusts, foundations and other philanthropic partners that align with the mission of the WCH Foundation.
 - 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 the fundraising team and colleagues across the WCH Foundation, to identify philanthropic opportunities, enhance relationships and maximise income generation.
- In conjunction with the Head of Fundraising and the Relationship Manager Major Gifts, developing and documenting strategies to achieve future growth of grants revenue.
- Providing regular progress updates to the Relationship Manager Major Gifts, 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 through prospect research and the development of fundraising proposals and communications.

- Establishing and maintaining effective internal working relationships.
- Utilising internal and external resources to identify, research and analyse prospective donors including individuals, trusts, foundations, and corporates.
- Adhering to policies, regulations and ethical principles outlined in the FIA Code to ensure grant-seeking and donor solicitation activities align with industry best practices.
- Leading regular “moves management” team meetings to discuss prospects and funding opportunities.
- 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 the fundraising team, Board members, and other relevant team members.
- Providing administrative support to relationship fundraising staff with the creation of written fundraising proposals and communications.

PERSON SPECIFICATION

Essential

- An interest in supporting the health and wellbeing of women, children and families.
- Excellent written and verbal communications skills, with proven experience in preparing written grant applications, funding proposals, profiles and/or briefings.

- A proactive 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 effectively.
- 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.
- Experience in working within an effective team and ability to work in an environment based on communication and trust.
- Commitment to the Foundation's values and a working style that reflects these and displaying a high level of maturity and ability to exercise discretion in dealing with sensitive information and maintaining confidentiality.
- Must have a current WWCC or be willing to undertake a WWCC.

Desirable

- Prior knowledge of philanthropy, philanthropic organisations, and high net worth populations is advantageous.

OTHER DUTIES

- Other duties 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.
- Must be prepared to attend relevant meetings with staff and educational activities as required and to participate in the appraisal process.
- Must be prepared to attend WCH Foundation Board and Committee meetings as and when required.
- Must be prepared to attend WCH Foundation events as and when required.

SPECIAL CONDITIONS

- Some out-of-hours work may be required.
- May be required to travel intra/interstate.
- Employment is dependent on consent to undergo a Working with Children Check prior to commencement and when expired.
- Employment is dependent on satisfactory National Police Check at commencement and every 3 years.

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. Informal market reviews will be conducted from time to time to ensure the remuneration is competitive.

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Performance reviews will be conducted annually.

KEY PERFORMANCE INDICATORS (KPIs)

KPIs for this position are determined in consultation with the Head of Fundraising and Relationship Manager Major Gifts as part of the annual appraisal process.

The WCH Foundation supports employee participation in related education opportunities.