



POSITION DESCRIPTION

Position Title	Grants Coordinator
Reports to	Manager, Development & Partnerships
Direct Reports	Nil
Hours of Duty	0.6 FTE (flexible days/times)
Date prepared	August 2021
Award	Health Professionals and Support Services

1. ORGANISATIONAL INFORMATION

Organisation Statement of Purpose

To solve equipment related problems faced by people with disabilities, of all ages, through specialised occupational therapy and the design, construction or modification of equipment where commercial solutions are not suitable.

Our Values

- **Team:** We are a team who engage through respectful communication and collaborative interactions.
- **Client-Focused:** We are enthusiastic about finding solutions for our clients. We listen and are responsive.
- **Creativity:** We value and encourage innovative thinking.
- **Supportive:** We foster an environment that values and recognizes contributions from all.
- **Expertise:** We provide clever, high quality, cost-effective products.

2. POSITION PURPOSE

The purpose of this role is to ensure that the grants program is effectively managed and coordinated to generate funds for Solve-TAD operations and projects.

3. ORGANISATIONAL RELATIONSHIPS

The Grants Coordinator reports directly to the Manager, Development & Partnerships and will work collaboratively with the wider Solve-TAD workforce across the organisation, particularly those within the Development team.

4. KEY RESPONSIBILITIES

Grants

1. Determine proposal concepts by identifying and clarifying opportunities, goals and needs of the organisation to meet strategic priorities.

2. Research and identify grant opportunities that meet strategic needs of Solve-TAD, and initiate and build relationships with funding bodies where possible.
3. Develop proposals that include comprehensive project plans based on need, objectives/outcomes/deliverables, implementation, staffing, budget, standards of performance, and evaluation.
4. Ensure proposal meets individual grant criteria and information is presented in a persuasive and concise tone, conveying compelling stories within formatting requirements e.g. word count.
5. Prepare and submit all grants by deadlines as per the grants calendar to achieve at least \$560,000 of grant income for financial year 2021/22.
6. Coordinate internal process for grant application and submission and complete acquittals to achieve project and operation grant budget.
7. Report expended funds to accounts department and managers on schedule.
8. Communicate with project leaders regularly to ensure grant projects are on track for completion and acquittal.

Operational Support

Assisting in the preparation of partnership submissions, reports, publications, and contributing to the achievement of department and organisational goals within budget and specified timeframes.

Donor Care

Supporting *donor grants*, establish and maintain positive relationships with donors through telephone, email & mail contact, digital channels and donor care activities and programs.

Database

1. Effectively manage grant provider information on Salesforce and ensure donor information is kept up to date, accurate, and that information is reliable.
2. Produce reports and statistics relating to the performance of the grant program.
3. Support the Salesforce implementation to effectively generate data for grant and direct marketing purposes.

5. SELECTION CRITERIA

5.1 Knowledge and skills

Essential

- Advanced written communication skills to produce successful grant applications
- Knowledge and skills using CRM (Salesforce) system or similar database experience
- Relationship building – able to initiate and build working relationships with philanthropic organisations, government, donors and/or customer service in a not-for-profit / charitable organisation

Desirable

- Previous experience working with volunteers, seniors and people with disability
- Awareness of fundraising legislation and (ACNC) Best Practice for Charities Guidelines
- Project management

- Storytelling and creative writing skills

5.2 Personal Attributes

- Ability to work with a high degree of autonomy to meet deadlines
- Well-developed verbal and written communication skills
- High degree of attention to detail, strategic and analytical skills
- Ability to influence others and willingness to participate in the activities of the wider organisation

5.3 Experience/Qualifications

- Minimum 2-years' experience in grant writing
- Relevant tertiary qualifications and/or related skills and experience
- Satisfactory completion of Working with Children Check
- Satisfactory completion of NDIS Worker Screening Check

6.0 Other relevant Information

- Comply with Solve-TAD policies, procedures, organisational goals and values. Work in a manner that is without risk to self, other employees, visitors, contractor, general public and volunteers
- Under the supervision of the Manager, Development and Partnerships the incumbent will; contribute to quality improvement activities as relevant to the position, participate in team meetings and other meetings relevant to the position, contribute to the development and review of policies and procedures, participate in the Performance Management Planning and Review process.
- This position requires sitting at a desk and using a computer for most of the time which may involve repetitive or sustained postures and movement.
- Solve-TAD makes superannuation guarantee contributions to a complying fund of your choice, or our default fund.
- Salary packaging is offered to reduce income tax, available on appointment
- Solve-TAD is an equal opportunity employer we value diversity and encourage applications from indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds.
- All staff are required to maintain confidentiality of client and volunteer information

Boundary Restraints

This position reports directly to the Manager, Development & Partnerships, and is responsible for duties and responsibilities that are contained within the position description.

This position description is subject to review and may change in accordance with the needs of Solve-TAD, its operations and its clients.

I have read this document and agree to undertake the duties and responsibilities listed above. I acknowledge that additional or other duties and responsibilities may be allocated to me.

I....., accept the position as specified above.

Signed by employee_____ Date_____

Signed by manager_____ Date_____