

Position Description

Position Title:	Grant Development & Reporting Specialist
Location:	Melbourne
Tenure:	Full Time – 12 month contract
Classification:	SCHCADS Modern Award Level 7 \$116,500.76 pa + superannuation + Generous Salary packaging + Bonus leave

About Children's Ground

The Children's Ground Approach is Australian designed with First Nations peoples. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

Children's Ground has wonderful relationships with our funders and partners who go above and beyond to back our community leaders. This role will help support our major donor program with grant applications and reporting so that we can achieve sustainable, long-term growth and further scale our work on the ground.

This position is part of a team to implement and deliver our ambitious philanthropy and fundraising strategy. The role helps support increased opportunities for new funders to walk with Children's Ground through successful grant applications and accurate and timely reporting.

This role will be working closely with a small and talented team of fundraisers and communicators who are passionate about their work. You will be part of a growing organisation that is delivering on big goals that enable and empower First Nations children, their families, and communities to change their futures.

Key Relationships

Reports to:	Director of Partnerships, Investments & Communication
Key Internal liaison:	Chief Executive Officer, Deputy CEO, Director of Research and Evaluation, Director of Finance, PIC team members, Regional Directors and staff.
Key External liaison:	Supporters; donors; philanthropy partners.

Key Responsibilities

The Grant Applications & Reporting Specialist will focus on the writing of grant applications and reporting for Major Donors, Philanthropic Trusts and Foundations and Private Ancillary Funds. Specifically, you will:

- Write Philanthropic funding proposals and grant applications. Accurately monitor fundraising progress and produce quality report on tight deadlines.
- Input into platforms to help support funding proposals and grant applications including CRM system Sales force and Monday.com
- Ensure an updated history of supporter engagement by maintaining an accurate record of interactions with major donors and prospects on our CRM (Salesforce) database and Monday.com
- Undertake other duties as required and directed by the Head Partnerships, Investment & Communication.
- Provide support to the Partnerships team to support donor engagement

Other Responsibilities

- As needed, perform additional tasks to support the effective operation of a non-profit organisation
- Be a role model and follow the values and principles of Children's Ground and be responsible for continuous improvement and development in the communications function of the organisation
- Contribute to Children's Ground as requested to fulfil our organisational vision.

Key Selection Criteria

Essential experience and skills

- Exceptional interpersonal and communication skills including written and verbal communication skills with the ability to communicate concepts and ideas persuasively to a wide variety of audiences
- Developed organisational skills with an ability to balance competing work priorities to meet tight deadlines while working effectively with multiple stakeholders
- Experience using CRM databases, preferably Salesforce
- Experience with Microsoft Office 365
- Strong Project Management skills
- Willingness to undergo a National Police Check and obtain a Working with Children Check

Desirable experience and skills

- Experience working alongside First Nations colleagues and communities, a strong understanding of First Nations culture, history and lived experience.
- Experience working for a social change NGO.