

JOB AND PERSON SPECIFICATION

Title of Position:	Grants Manager
Award Coverage and classification Level:	Social, Community, Home Care and Disability Services Industry Award Classification Level 5
Approved by & when:	Revenue and Partnerships Manager, Oct 2024

JOB SPECIFICATION

1. Summary of the broad purpose of the position, and its responsibilities and duties

The Grants Manager is primarily responsible for identifying, writing and managing applications and acquittals and key relationships for philanthropic grants and government tenders to achieve revenue targets.

The position will work with the Partnerships Manager, Head of Revenue and Partnerships and Marketing to maximise the contribution of existing trusts and foundations, government partnerships whilst attracting and developing new relationships and funding opportunities including grant tenders. The focus is to create rewarding long-term relationships with grant organisations to create annual or long-term funding.

The Grants Manager reports directly to the Revenue and Partnerships Manager and is accountable for the following Key Result Areas (KRAs):

- Grant and tender proposal development and strategy
- Grant process management
- Relationship development and management including Government relations
- Safety, personal leadership and culture

2. Reporting / Working relationships (to whom the person reports, staff for whom the person is responsible, and other working relationships in the organisation)

The Grants Manager reports directly to Head of Revenue, Partnerships and Marketing. The role is a member of the Revenue and Partnerships team, and Revenue Partnerships and Marketing Department works in close cooperation with the delivery and service team, Chief Executive and broader Youth Opportunities team.

3. Statement of Key Accountabilities

KEY RESULT AREA (KRA)	KEY RESPONSIBILITIES
Grant and tender proposal development and strategy	<ul style="list-style-type: none"> • Research and identify relevant philanthropic grant opportunities and government tenders. • Develop and write compelling grant proposals, tenders, and funding applications with a view to meet and increase fundraising income targets. • Identify opportunities for organizational growth through grants and tenders. • Collaborate with delivery staff to gather essential information and data for proposals. • Ensure that proposals meet all requirements and deadlines. • Support in the development, and implementation of trust and foundation strategies to achieve agreed targets and KPIs. • Identify with the support of the Head of Revenue and Partnerships suitable projects for support. • Conduct financial analysis and forecasting to support grant applications and ensure alignment of budgets with grant and tender requirements.
Grant process management	<ul style="list-style-type: none"> • Accurately and efficiently enter and reconcile all information in the fundraising database in a timely manner. • Provide timely reporting from the fundraising database to support the information needs of management. • Maintain high quality and up-to-date grant records in Youth Opportunities database. Including income, donor records, acquittal timelines and key representatives, • Ensure grant actuals are done in a timely manner • Maintain a grants and tenders calendar to track deadlines and submissions. • Develop and maintain a grant prospect system to ensure we are identifying and capitalizing on all funding opportunities. • Assist in managing and providing regular correspondence to grant providers. • Support the development and maintenance of resources and platforms used in the grant application process • Ensure trusts and foundations are appropriately recognised for their contribution to the organisation • Ensure compliance with all grant and tender requirements and regulations. • Stay informed about best practices in grant and tender proposal writing.
Relationship Development and Management	<ul style="list-style-type: none"> • Develop and maintain relationships with existing trusts and foundations.

<p>including Government relations</p>	<ul style="list-style-type: none"> • Working with the Head of Revenue and Partnerships Manager identify, cultivate and steward relationships with departments, trust and foundations, grant makers, trustees and directors, including grant acquittal, reporting and engagement with a view to increasing revenue. • Help the Revenue and Partnerships team implement stewardship and recognition strategies for the supporter portfolio. • Support effective relationships that involve the stakeholders' needs being met and lead to a high measured level of engagement in our work. • Identify and invite supporters to attend Youth Opportunities functions and events (including Graduations) and attend these events as their connection to our cause to embed relationships. • Represent the organisation at fundraising events held by supporters in aid of Youth Opportunities.
<p>Safety, personal leadership and culture</p>	<ul style="list-style-type: none"> • Contribute to a safe working environment for all • Ensure awareness and compliance with child safety best practice • Ensure compliance with all administrative requirements including time sheets, leave applications (TOIL, flexi, annual leave) and currency of core training • Role model and promote high levels of engagement, motivation and a positive culture in line with our cultural pillars, both within and across teams • Act as an ambassador for Youth Opportunities at all times • Communicate activities and progress internally with the whole staff team.

4. Values

All Youth Opportunities staff are expected to role model, encourage and demonstrate behaviours consistent with our values:

With young people at the heart we:

D	Do the right thing and do it well
E	Empower others
C	Choose a growth mindset
I	Inspire with passion
D	Demonstrate gratitude
E	Engage partners to get the best outcomes

PERSON SPECIFICATION

1. Personal Abilities / Aptitudes / Skills

- A self-starter with high levels of internal motivation.
- A strong ability to write and articulate the mission and projects of the organisation
- Excellent interpersonal and influencing skills with the ability to build relationships.
- Confident and professional personal presentation.
- Results and solutions focussed.
- Capacity to manage multiple priorities and deadlines simultaneously with a calm and focused approach.
- Ability to adapt quickly and effortlessly to changing environment.
- Attention to detail and accuracy with strong administration understanding.
- Intermediate to advanced skills in the Microsoft Office software suite and database and CRM systems (specifically Gestalt or Salesforce).
- Awareness and appreciation of youth issues in Australia.
- A positive personality consistent with the Youth Opportunities ethos of personal leadership.

2. Knowledge and Experience

Essential

- Experience in writing successful grant applications and proposals, reports and acquittals with values ranging \$100k to \$10million.
- Excellent written and oral communication skills with experience communicating to a diversity of audiences including grant bodies, corporate representatives and Board members.
- Strong experience in fundraising administration with experience in managing databases and CRM systems.
- A well-presented and adaptable professional with high level relationship and communication skills, you will have excellent planning skills and strong attention to detail.
- Excellent project management and organizational abilities.
- Proficiency in budget development and financial analysis.
- Capacity to manage multiple priorities and deadlines simultaneously with a calm and focussed approach.
- Results focussed and solutions focussed.
- Attention to detail and accuracy.
- Intermediate to advanced skills in the Microsoft Office software suite and database and CRM systems (specifically Gestalt or Salesforce).
- Proficiency in budget development and financial analysis.
- Ability to work collaboratively with cross-functional teams.

Desirable

- Familiarity with nonprofit regulations and compliance.
- Tertiary qualification in nonprofit management, or a related field or proven experience in a related discipline.
- An awareness and appreciation of youth issues in South Australia.

3. Special Conditions

- Out-of-hours Work. This position may be required to undertake out-of-hours work to attend fundraising events and meetings with current and potential supporters.
- Driver's Licence. This position requires a current driver's licence as it is required to travel to meetings and events on a regular basis. Also the availability and willingness to utilise your private vehicle for local and regional travel recording the KM's for reimbursement.
- National Police History Check. The incumbent will be required to undertake a police history check.

4. Key Performance Indicators (KPIs):

- Successful acquisition of philanthropic grants and government tenders.
- Number of new grant opportunities identified and pursued.
- Timely and accurate submission of grant proposals and tenders.
- Percentage of grant applications awarded.
- Compliance with grant and tender requirements.
- Quality and impact of grant-funded programs.
- Positive feedback from funders and stakeholders.
- Effective budget management and financial forecasting.

If you are a strategic thinker, a skilled communicator, and passionate about securing funding to support the growth and impact of our organisation in empowering young people, we encourage you to apply for this vital role.