

## Position Description

POSITION DETAILS	
<b>Position Title</b>	Philanthropic Grants Coordinator
<b>Position Classification</b>	Band 3
<b>Department &amp; Business Unit</b>	Fundraising & Communications – Philanthropy & Corporate Partnerships
<b>Manager</b>	Senior Manager - Philanthropy & Corporate Partnerships
<b>Organisational Context</b>	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is ‘ending cruelty to all animals’. We are Victoria’s best-known and most respected animal welfare organisation.</p> <p>Our organisation’s purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria’s values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
<b>Position Purpose</b>	The Philanthropic Grants Officer is responsible for the end-to-end management of RSPCA Victoria grant activity. This position contributes to the diversification of revenue streams for RSPCA Victoria so that we can achieve our goal of ending cruelty to all animals.

POSITION RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Manage the end-to-end delivery of grant activity across RSPCA Victoria to meet budgeted targets, timelines and organisational needs, including conducting grant research, identifying prospective opportunities, writing and submitting compelling and evidence-based applications to secure income, managing and acquitting awarded grants.</li> <li>• Manage the RSPCA Victoria Grants Committee to identify and maintain a matrix of strategic projects matched with funding opportunities, and to provide support and guidance to members of the committee.</li> <li>• Build and foster collaborative relationships with key stakeholders across the organisation to successfully identify, manage and acquit secured grants in a timely manner.</li> <li>• Manage and maintain positive and effective relationships with granting organisations to build awareness and appreciation of RSPCA Victoria within state, national and international grants sectors.</li> <li>• Manage grant administration responsibilities such as the calendar of granting opportunities and key deadlines, accurate and timely database records, generating reports and acquittals.</li> <li>• Contribute to the development and implementation of the Philanthropic business plan to grow income in accordance with broader organisational goals, within budget.</li> <li>• Manage knowledgebase of current and best-practice trends and challenges in the grants sector and ensure continuous improvement initiatives are integrated to grow revenue for RSPCA Victoria.</li> <li>• Contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with peers across all departments, and consistently behaving in accordance with the RSPCA Victoria values and associated policies.</li> </ul>	



- Take reasonable care for the safety of oneself and others, whilst contributing to safe work practices at RSPCA Victoria by knowing and complying with all WH&S policies and procedures.

Capability	Competency	Description
<b>People Leadership</b>	<b>Direction &amp; Support</b>	Supports their team and actively contributes to the achievement of team goals.
<b>Activity &amp; Results Focus</b>	<b>Results &amp; Initiative</b>	Works in an organised and efficient way to achieve aims and provides feedback on safety and process improvements.
<b>Knowledge &amp; Communication</b>	<b>Adds Clarity</b>	Communicates factual and relevant information at the right time and asks questions to gain clarity before acting.
<b>Relationships</b>	<b>Builds &amp; Maintains</b>	Maintain respectful, cooperative relationships within teams and others in line with our values and team goals.
<b>Personal Leadership</b>	<b>Walks the Talk</b>	Consistently acts in accordance with RSPCA Victoria's values; Maintains personal wellbeing and resilience; self-aware, open to feedback, displays a willingness to grow and change.
<b>Technical</b>	<b>Relationship Management</b>	Ability to build and foster relationships with current and perspective donors. Ability to influence the solicitation of high value gifts and identify mutually beneficial relationships and outcomes with individual and institutions.  Understanding of Client Relationship Management (CRM) database management and data driven marketing best practice to foster relationships and achieve outcomes for the organisation.
	<b>Grant writing</b>	Thorough understanding of the principles of grants-seeking, grants sector trends, funder relationships and the processes involved in building and maintaining a successful grants program, and well as the ability to translate and synthesise a broad range of complex and technical organisational information regarding business processes, relevant data and statistics and business needs into clear, comprehensive and compelling grant applications.

## POSITION REQUIREMENTS

<b>Required</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in fundraising, communication/marketing or in a related/relevant discipline</li> <li>• Demonstrated experience managing a grants program, with a proven track-record of researching, writing and securing philanthropic and/or government grants</li> <li>• Demonstrated understanding of current grants and fundraising trends, techniques and challenges</li> <li>• Exceptional writing and communication skills, ability to synthesise a diverse range of information and evidence and produce concise, compelling applications, factual reports/acquittals and emotive stories</li> <li>• Proven interpersonal skills, ability to collaborate effectively and develop positive working relationships with both internal and external stakeholders</li> <li>• Demonstrated self-management capabilities, with ability to work independently, flexibility to prioritise a range of competing demands and work to deadlines</li> <li>• Outstanding administrative and time management skills, high level computer skills, attention to detail and methodologies reflected by accurate data-keeping,</li> </ul>
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	calendar and record management.
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Good knowledge of the animal welfare sector</li><li>• Experience in the not-for-profit sector</li><li>• Experience in strategic program development and policy development</li><li>• Experience with CRM databases such as iMIS and Salesforce</li><li>• Experience in coordinating and working collaboratively with stakeholders across different areas to influence outcomes.</li></ul>
<b>Recruitment Requirements</b>	<ul style="list-style-type: none"><li>• National Police Check and Working with Children Check.</li><li>• Valid driver's license.</li></ul>

