

Position Title:	Grants Officer
Division:	Engagement, Fundraising team
Direct Reports:	None

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ around 2,500 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

Northcott's diverse range of service offerings and strong community partnerships gives customers easy access to the supports they need or want through a single gateway from our many locations.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers, they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

Fundraising is responsible for generating income and building partnerships with individuals, businesses and external organisations to enhance Northcott's programs for people with disability, their families and carers.

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KEY OBJECTIVE OF THE POSITION:

The Grants Officer plays a key role in support of Northcott's partnerships and fundraising agenda. The position will report to the Partnership Specialist.

Working as part of Northcott's Partnerships team, the purpose of the Grants Officer position is to help research and write funder proposals that contribute to Northcott meeting our fundraising objective.

Core elements of the position include:

- Management of Northcott calendar of funding opportunities. Identify new grant prospects and manage a pipeline to further develop and grow fundraising income for Northcott's programs and services.
- Research of funders as needed (e.g. Trusts, Foundations, High Net Worth individuals and government).
- Coordinate the strategy and activity plan for the ClubGRANTS to meet income goals.
- Preparation, writing and delivery of successful funder submissions and research and development of compelling case for support material for identified projects
- Report writing and other written communication requirements.
- Record keeping through our Fundraising database.

PERSON SPECIFICATIONS

The key responsibilities of this position are:

Funder research:

- Undertake targeted research of potential funders (individuals, PAFs and organisations) to inform Northcott funder level strategy and direction (i.e. type of funder, scale of investment etc.)
- Engage wide-ranging and targeted research from internal and external resources to inform and support the identification and conversion of funder targets.
- Work with Partnerships Manager, Service Managers and Executive to identify suitable services, programs, or new opportunities that require funding.

Funder submissions and reports and writing:

- Understand Northcott services
- Prepare, write and produce successful funder proposals and grant applications that frame and meet the needs of Northcott funders, applying a persuasive writing style.
- Collaborate with Northcott team in delivering proposals and reports to funder timelines
- Collate, develop and maintain a repository of capability, organisation and service /product content to help build grants and streamline the writing process.
- Assist in developing donor-focused communication resources like newsletters or social content to assist with stewardship and encourage philanthropy and partnership.
- Other responsibilities as may be required.

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

Knowledge:

- Demonstrated knowledge, passion and commitment to working in the non-profit sector
- Understanding of the Australian funder landscape and philanthropic communities

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Experience:

- Demonstrated success writing winning grants
- Applied creativity and innovation to proposal development
- Experience in report writing and acquittals
- Proven expertise in stakeholder management
- Previous experience in using CRM (TQ database or Salesforce)

Formal qualifications:

- Degree in relevant field (e.g. Journalism, Arts, Business, Marketing, Communications, Social Sciences) or equivalent work experience

Skills and Ability:

- Highly developed communication skills (especially written communication) to engage and persuade a broad range of stakeholders
- Engage with internal and external stakeholders to shape objectives and outcomes for content development
- Ability to write, edit, and review documents for internal and external audiences
- Proven ability to work successfully in a multi-disciplinary team
- Ability to work productively under pressure
- Strong organisational skills with attention to detail
- Time management and ability to prioritise and meet deadlines
- Strong research and analytical skills
- Flexibility and ability to work on multiple activities concurrently
- Problem solving skills
- Strong computer skills including Microsoft Office IT (Word, Excel, PowerPoint)

DELEGATION LEVEL

Nil

NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Please forward a signed copy to Human Resources.

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