

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

We are seeking an exceptional and highly motivated professional to join our Development (fundraising) team in the role of Grants Coordinator. Based in Perth, the role will suit a talented early- to mid-career professional who is passionate about conservation and communicating in a way that showcases your exceptional writing and editing skills, and your ability to understand and present complex content in a clear and concise manner to a variety of audiences. You will be joining a talented and high-performing national team of development professionals who are committed to creating better outcomes for Australia's threatened wildlife.

Your key responsibilities will be to coordinate all facets of AWC's increasing philanthropic grants program, including identifying, writing, submitting and tracking grant applications, as well as reporting to stakeholders and building key internal and external relationships. You will report to AWC's Senior Executive, Development & Grants, and work closely with our Development Executive (Perth). This role is offered on a 12-month contract.

About you

You are an outstanding and persuasive writer with a passion for saving Australia's native wildlife and a love for the great outdoors. To exceed in this role, you require:

- Exceptional writing skills and the ability to craft compelling applications and proposals.
- Strong organisational skills, including the ability to manage complex detail and multiple projects, priorities and relationships.
- Demonstrated experience writing winning grant applications, funding proposals, commercial tenders, or similar.
- Effective desktop research skills.
- A passion for saving Australia's wildlife.

This is an exciting opportunity to be part of the ongoing growth of an innovative, successful organisation which is helping shape the future of conservation in Australia. A competitive remuneration package is available for a candidate with suitable professional, commercial or fundraising experience.

Closing date for applications: Sunday 7 March 2021

Enquiries only:

Angela Bowman – Senior Executive, Development & Grants

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Applications via: australianwildlife.org/work-with-awc/careers/

To submit an application, visit our careers page (linked above), select the relevant job vacancy, click ‘**APPLY**’ and complete an application form.

Your application must include a covering letter outlining your suitability for this role, your CV and a sample of persuasive writing that you have written (ie. grant application, business case, or similar). Applications that do not meet these criteria will not be accepted.

NOTE: applications that do not include a cover letter or writing sample will not be considered. If Shortlisted, you will be asked to complete a short grant-writing exercise in advance of your interview.

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.
3. Any application submitted to AWC will be handled in accordance with our Privacy Policy, available at www.australianwildlife.org/privacy. By providing us with your contact details, your consent to receive communications and direct educational material will remain current until you advise us otherwise.

To learn more about AWC, please visit our website www.australianwildlife.org/

Position Profile

Designation:	Grants Coordinator
Reporting to:	Senior Executive, Development and Grants
Supervises:	The Grants Coordinator operates as part of the Development team. The Grants Coordinator may, from time-to-time, supervise other staff, volunteers, contractors and casual staff.
Based in:	Perth WA
Contract type:	12 month contract

Organisational context:

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OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

Values of AWC:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity

- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

Critical competencies:

- Exceptional writing skills, including a demonstrated ability to write winning grant applications, funding proposals, commercial tenders or similar.
- Strong organisational skills, including the ability to manage complex detail and multiple projects, priorities and relationships.
- Strong relationship/interpersonal skills, including a demonstrated ability to engage and influence relationships with external and internal stakeholders.
- Exceptional attention to detail.
- Effective desktop research skills, developing innovative search criteria to identify philanthropic funding opportunities and networks.
- A demonstrated passion for the conservation of Australia's wildlife and habitats.
- A strong work ethic including a willingness to work long hours and weekends as required.
- Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.
- Experience in using standard business software packages (including Word, Outlook, Excel and PowerPoint) is essential; ability to use a database is desirable.

Qualifications:

1. Tertiary qualification in a relevant discipline is essential.

Inherent requirements of the role:

Based in AWC's Subiaco office using a computer and associated office equipment. The office is currently located on the second floor, with stair and elevator access.

Responsibilities:

1. Identify and qualify philanthropic grant opportunities
Key activities and responsibilities: <ul style="list-style-type: none">• Research and identify philanthropic grant opportunities with links to AWC's purpose, mission and values.• Identify philanthropic grant funding networks and advise on targeted strategies for renewal and growth of grant income.
2. Write philanthropic grant applications and funding acquittal reports
Key activities and responsibilities: <ul style="list-style-type: none">• Develop effective relationships with internal stakeholders to gather information for grant applications and acquittals.• Draft compelling grant applications which effectively match grant-makers' interests with AWC's conservation programs.• Present complex scientific and technical data in a clear and concise manner to a variety of audiences.• With the assistance of AWC's Finance team, prepare financial budgets and reports for grant applications and acquittals.
3. Build and maintain collaborative relationships with funders
<ul style="list-style-type: none">• Proactively build and maintain relationships with philanthropic grant makers, including key decision makers and administrative staff.
4. Coordinate and deliver internal reporting on AWC's philanthropic grants program
<ul style="list-style-type: none">• Provide accurate and timely internal reports with information on:<ul style="list-style-type: none">○ Grant application activity for both historical and active grants○ Grant deliverables, ensuring AWC's field team of ecologists and land managers are aware of relevant grant requirements and obligations○ Communication and other requirements of funders.
5. Project manage grant applications to ensure timelines and grant criteria are met
Key activities and responsibilities: <ul style="list-style-type: none">• Develop and implement systems and processes to accurately and efficiently track grant opportunities, applications and successful funding relationships.• Ensure internal stakeholders are engaged in the grant application and acquittal process, with adequate time to prepare and provide required information.• Review and evaluate grant applications for compliance and eligibility, and provide accurate, timely and constructive advice and feedback to the Grants Development Manager.
6. Other development responsibilities
Key activities and responsibilities: <ul style="list-style-type: none">• Participate in regular team meetings with Development staff to ensure a consistent approach to fundraising.• Contribute to the ongoing development and implementation of AWC's fundraising strategy, through;<ul style="list-style-type: none">○ Contributing to the periodic development and review of the strategy.

<ul style="list-style-type: none"> ○ Developing and maintaining awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).
7. Administration
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist in the preparation of annual fundraising budgets. • Assist in the preparation of quarterly progress reports. • Maintain the fundraising database and files, ensuring strict confidentiality of donor information. • Assist with general correspondence and administration.
8. Undertake other tasks, as required.
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Manage and develop staff and volunteers in accordance with AWC policies. • Ensure compliance with all relevant AWC policies – eg, OH&S, finance. • On request, undertake other tasks as specified by the Senior Development Executive or Chief Development Officer. • Champion AWC values and OneAWC approach.