

Position Profile

Designation:	Senior 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:

Australian Wildlife Conservancy is the largest private owner and manager of land for conservation in Australia, protecting endangered wildlife across more than 12.5 million hectares in iconic regions such as the Kimberley, Cape York, Kati Thanda-Lake Eyre and the Top End. Recognising that 'business as usual' for conservation in Australia will mean additional extinctions, AWC is developing and implementing a new model for conservation.

AWC's mission - *to deliver effective conservation for all native animal species and their habitats* - is highly reliant on all AWC working collaboratively with each other under a model called OneAWC.

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 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:

1. **A passion for conservation:** a strong interest in, and passion for, conservation.
2. **Leadership and management:** demonstrated leadership and management skills, including the ability (or willingness) to manage individuals working remotely (ie. in other cities/states).
3. **Proven fundraising success:** demonstrated and proven ability to manage a philanthropic grants program.

4. **Exceptional writing skills:** exceptional writing skills, including a demonstrated ability to write winning grant applications, funding proposals, commercial tenders or similar.
5. **Getting things done:** exceptional planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
6. **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
7. **Administration/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit authorisation processes and undertake contract management.

Qualifications:

Undergraduate degree in a relevant discipline is essential; postgraduate qualification is highly desirable.

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:

<p>1. People and program management</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Lead a small team of grants professionals, providing oversight and expertise in writing compelling applications and managing delivery of successful grants. • 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.
<p>2. Identify and qualify philanthropic grant opportunities</p> <p>Key activities and responsibilities:</p> <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.
<p>3. Write philanthropic grant applications and funding acquittal reports</p> <p>Key activities and responsibilities:</p> <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. • Oversee the preparation of financial budgets and reports for grant applications and acquittals.

<p>4. Build and maintain collaborative relationships with funders</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Proactively build and maintain relationships with philanthropic grant makers, including key decision makers and administrative staff.
<p>5. Coordinate and deliver internal reporting on AWC’s philanthropic grants program</p> <p>Key activities and responsibilities:</p> <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.
<p>6. Assist with the development and implementation of AWC’s development and communications strategies</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Contribute to the ongoing development and implementation of AWC’s fundraising strategy. • Develop and maintain awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations). • Help build AWC brand awareness through excellent representation of AWC’s mission and conservation activities.
<p>7. Administration</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Assist in the preparation and delivery of annual budgets. • Assist in the preparation of quarterly progress reports. • Maintain the fundraising database and files, ensuring strict confidentiality of donor information. • Comply with AWC policies and procedures • Champion AWC values and ONEAWC approach

