

POSITION DESCRIPTION



POSITION TITLE	Grants and Tenders Officer
REPORTING TO	Grants and Funding Manager
DEPARTMENT	Organisation Capability and People
CLASSIFICATION	Common Law

THE ROLE

This role focuses on securing funding to grow our community housing and service delivery programs. Working alongside team members, the Grants and Tenders Officer will identify opportunities and fully project manage funding applications, including drafting compelling submissions, coordinating input from internal and external subject matter experts, and liaising with funders. The role is also responsible for systems administration of existing funding contracts and coordinating with teams to ensure reporting compliance is met.

KEY RESPONSIBILITIES

Duties

- Conduct market scans to scope out a healthy pipeline of government and other, grants and tenders opportunities that align to YWCA's Evolve Strategy 2026 (YeS2026)
- Project manage the full funding application lifecycle, encompassing proposal development, project coordination, documentation layout, approvals workflows, submission and post-submission follow-up, in collaboration with team members
- Manage relationships with key internal and external stakeholders which may include government, corporate, trusts or foundations funders
- Develop standardised templates and a robust content library, with excellent version control and current evidence, to continuously improve submissions
- Administer funding proposals and existing contracts on the relevant IT system to maintain compliance and ensure timely submission of all funding reports
- Support the Grants and Funding Team to ensure high-quality outputs across submissions
- Other tasks as assigned

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Demonstrated expertise in submission writing roles, with a proven record of success
- Advanced writing and editing capabilities, including the ability to create original content from inception, conduct interviews, and refine existing materials to meet high standards
- Experience in managing funding pipelines and driving business development initiatives
- Exceptional project management skills with the flexibility to adapt to shifting priorities, work to tight deadlines and manage multiple demands effectively
- Ability to work collaboratively across teams and build relationships with key stakeholders
- Confidence in systems administration and utilising tech-based solutions to enhance efficiency
- Self-motivated and action-orientated, with initiative to work independently
- Experience in community services is highly desirable, with the ability to understand sector-specific challenges and opportunities
- Valid state-based working with children or working with vulnerable people check

Current at January 2025

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At YWCA Australia, we live our values every day

