

# Position Description

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Position title	: Grants Officer
Reports to	: Head of Trusts and Foundations
Employment type (FT/PT)	: Full-time
Location	: Melbourne
No. of direct reports	: Nil
Date	: February 2024
Approved by	: Director, Philanthropy and Partnerships

## The operating environment

### SVA Overview

Social Ventures Australia (SVA) is a not-for-profit organisation that works with partners to alleviate disadvantage – towards an Australia where all people and communities thrive.

We influence systems to deliver better social outcomes for people by learning about what works in communities, helping organisations be more effective, sharing perspectives and advocating for change.

### SVA values

As a purpose-driven organisation, our values guide who we are, how we work and the decisions we make.



People at the centre



Difference gives us strength



Open and ready to learn



Real change takes time

Learn more about SVA's values [here](#).

## First Nations Practice Principles

SVA is committed to providing a culturally safe workplace for all our First Nations employees, partners and clients. We commit that our work with First Nations peoples is aligned with our First Nations Practice Principles set out below.



Learn more about SVA's First Nations Practice Principles [here](#).

### Team overview

Reporting to the Director, Philanthropy and Partnerships, the Partnerships team is responsible for all elements of philanthropic fundraising at SVA and the management of select strategic partnerships. Specifically, the team works to raise income for programs and initiatives across SVA, as well as discretionary income to support the overall work of the organisation. The team has presence in Sydney and Melbourne, and works in close collaboration with our Programs teams, Marketing and Communications team and other staff across SVA.

SVA's work that is supported by fundraising and partnerships typically consists of innovative, complex, multi-year programs in partnership with diverse actors across the social sector, including non-profit service delivery organisations, think tanks, research institutions, government agencies, community-based organisations and community leaders among others. We believe in our work and the potential impact it contributes to at scale while recognising the challenge this work can present for traditional fundraising approaches. Consequently, we have a Partnerships team that strives to be innovative and inspirational in its approach to fundraising.

SVA's Partnerships team targets major and significant gifts from trusts and foundations, high net worth individuals/families and corporates.

## Position purpose

This role is a key member of the Partnerships team, with a focus on raising funds from high value donors including trusts and foundations, Private Ancillary Funds, major and middle donors, and corporates to support the work of the organisation.

The Grants Officer reports directly to the Head of Trusts and Foundations and requires a professional, creative, thorough, and highly organised candidate who has a strong desire to build a successful career in philanthropy and social impact. The Grants Officer will directly contribute to the long-term success of SVA's strategic objectives through their own success in the role.

## **Responsibilities**

Key responsibilities include:

### **Business/Pipeline Development**

- Support SVA's Head of Trusts and Foundations with development and management of an ambitious and effective pipeline of trusts and foundations.
- Identify, research and secure small to medium-sized grant opportunities that fit SVA's focus areas e.g., education, early childhood, homelessness, and employment.
- Contribute to ongoing research on Trusts and Foundations to inform pursuit plans and growth strategies for the team.
- Create and prepare reports and donor briefings to support programs teams, senior management, executive and the SVA Board.
- Monitor media and industry publications to keep across grant information and relevant trends – sharing these insights across the Partnerships team as appropriate.

### **Grant Writing and Management**

- Prepare grant applications and proposals working closely with SVA's Head of Trusts and Foundations and Program Specialists from across the organisation.
- Coordinate implementation, administration and acquittal of trusts and foundations grants agreements
- Conduct due diligence analysis as required on Trusts and Foundations, ensuring compliance with policies and procedures (including ethical guidelines).
- Contribute to the development of a suite of templated grant materials for wider use across the organisation.
- Effectively harness systems and tools to ensure successful engagement of donors from identification stage through to closing and reporting, whilst adhering to SVA brand guidelines.

### **Reporting and Administration**

- Database management (Salesforce) including regular updates to reflect the status of grant applicants, proposals and funds secured.
- Support Head of Trusts and Foundations to deliver on internal and external reporting requirements.
- Work with SVA's Finance Team to ensure accurate financial reporting and management of grant income and expenses.

### **Other**

- Develop and nurture relationships with colleagues and peers to ensure effective engagement of the Trusts and Foundations team across SVA.
- Provide support to team with administrative tasks, projects, and SVA representation at external events on an ad hoc basis, expenses, invoices, coordinating travel itineraries.
- Contribute to team goals and participate in organizational initiatives as required, ensuring a safe and healthy environment for colleagues and stakeholders through active engagement and contribution to Partnerships team meetings, activities and initiatives.
- Participating in and supporting organisational change initiatives and modelling SVA values.

## **Special requirements**

- Ability to travel nationally and attend events outside of standard office hours as required.

## Person requirements

To perform this position effectively, the person will require the following:

### Knowledge and Experience

- Demonstrated experience in writing and securing grants
- Knowledge of and interest in the philanthropic landscape, emerging trends and opportunities
- Sound financial management skills
- Proficiency in computer systems including Microsoft Suite and CRM (Salesforce preferred)
- Current knowledge of fundraising best practice, specifically stewardship and relationship management

### Skills and Abilities

- Very strong communication skills, both written and verbal, including the ability to successfully engage with internal and external stakeholders at all levels
- Maintain confidentiality regarding matters pertaining to individual donor support and SVA operations.
- Excellent organisational and time management skills with the ability to prioritise and manage multiple and competing work tasks to deliver on agreed deadlines
- Solution-focused and proactive as well as highly collaborative
- Ability to work in cross-cultural settings, and connect with diverse teams across the organisation, donors and supporters
- Passion and commitment in working to further SVA's purpose to contribute to an Australia where all people and communities thrive
- Alignment with SVA values

### Qualifications

- Formal qualifications in social investment and / or philanthropy will be highly regarded