



# Grants and Foundations Coordinator

## Position Description

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<b>Position Title</b>	Grants and Foundations Coordinator
<b>Responsible Council</b>	NSW State Council
<b>Reports To</b>	Major Gifts Manager, Fundraising & Communications
<b>Base Location</b>	State Support Office Lewisham, NSW

**Primary position objectives** The Grants and Foundations Coordinator in consultation and collaboration with various Society stakeholders and in line with the Society's priorities will be responsible for generating revenue through grant applications to primarily private and philanthropic trusts and as requested to government.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Department Overview

The Fundraising & Communications team encompasses a range of professional services including direct marketing, major donors, bequests, trusts & foundations, community fundraising, events, corporate partnerships, marketing and communications, and is dedicated to raising the profile, awareness, funds and support for the 'good works' of the Society. Within the F&C team, the Trusts & Foundations Team is responsible for generating significant funds for the organisation.

## Duties and Responsibilities

### Within the F&C Team:

- Identify and research opportunities for funding primarily from philanthropic trusts and foundations and corporate foundations that align with Society priorities. As required support funding applications to government bodies.
- Identify and liaise with Society Special Works, Central Councils and Committees that best fit funding opportunities and as per the team KPI and budget targets.
- Research, write and lodge funding submissions in line with the Society's identified funding deficits, team KPI and budget targets.
- Develop and support key relationships with decision makers of funding entities.
- Manage and prioritise funding opportunities through the system pipeline, manage acquittal and budget reporting.
- Ensure that all funding submissions satisfy the application criteria, and are submitted for appropriate approval for lodgement by the due date.
- Confidently lead and coordinate grant application teams across Central Councils.
- Provide training and supervision for administration support staff and volunteers assisting the role as required.
- Maintain complete records in relation to all grant and submission and acquittal activity within the database.
- Maintain related policies and procedures and ensure their update on Vintranet.

### Within the Society

- Adhere to and work within the Mission and ethos of the Society.
- Participation in, but not restricted to staff meetings, planning activities, work groups and all activities that enhance the team approach of the Society
- Undertake the performance appraisal process with the Major Gifts Manager, F and C

## Essential Criteria

- Relevant tertiary qualifications in communication or extensive experience in research and professional writing
- Proven interpersonal and stakeholder management skills
- Proven oral and written communication skills including funding submission writing
- Computer proficiency including experience using Advanced MS Office Word and Excel
- Ability to work to tight deadlines and work on multiple tasks.
- Proven negotiation and organisational skills
- Willingness to work within the ethos and mission of the Society

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer.*