

Philanthropy and Grants Officer

Position Description

Directorate:	Commercial Enterprise, Fundraising and Communications
Reports to:	Manager, Major Gifts and Philanthropy
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Identify opportunities and generate revenue through grant applications and private and philanthropic trusts that align with the Society's priorities.

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

Directorate overview

This position is in the Commercial Enterprise, Fundraising and Communications Directorate. The teams within the directorate and their functions are:

Fundraising: this team is responsible for state-wide corporate partnerships, community fundraising and events; major gifts and philanthropy; gifts in wills and estates; direct marketing and appeals; and fundraising development.

Communications and Marketing: this team is responsible for state-wide brand and creative services; external communications; issue management; marketing; digital communications and digital fundraising.

Retail and Logistics: this team is responsible for state-wide retail service delivery; logistics and supply chain network; and retail projects.

Commercial Enterprises: this team is responsible for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

Accountabilities and responsibilities

The Philanthropy and Grants Officer will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Coordinate and manage state-wide funding opportunities from trusts and foundations, corporate or business foundations/grants and government.
- Ensure high-level funding submissions that meet the application criteria.
- Coordinate and administer funding submissions in line with the Society's key objectives and service delivery goals.
- Maintain accurate acquittal activity and grant and submission records.
- Develop and maintain relationships with funding entities key decision makers.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.

- Ensure that staff and volunteers complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct and Member and Volunteer Charter; and comply with the organisation's Workplace Health and Safety program.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Increase in successful grant and funding proposals ensuring an increasing success rate no lower than 40%.
- Demonstrate strong relationships with funding entities key decision makers and philanthropic supporters.
- Increase grant funding by 5-10% year on year and generate multi-year commitments.
- Contribute to the achievement each year of 8-12% of our income from donations and philanthropy.

Key working relationships

In addition to the Manager, Major Gifts and Philanthropy, the Philanthropy and Grants Officer will foster close working relationships with:

- Regional Directors (Membership, Volunteers and Regional Operations)
- Director, Communications and Marketing (Commercial Enterprise, Fundraising and Communications);
- Manager, Corporate Partnerships (Commercial Enterprise, Fundraising and Communications);
- Director, Strategy and Outcomes (Strategy and Governance);
- Manager, Data and Reporting (Strategy and Governance).

Essential criteria

Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **'People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

Role-specific criteria

- Relevant tertiary qualification/s in communication and/or experience in research and professional writing.
- Demonstrated ability and expertise in writing grant submissions and successfully obtaining funding from grants and philanthropic activities.
- Demonstrated ability and expertise in project and operational management to oversee effective implementation of initiatives.
- Excellent interpersonal, negotiating and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- NSW driver licence.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.