



Nourishing Our Country

OzHarvest | Job Description

Your Position title:	Grants Coordinator
You'll report to:	Grants Manager
Classification	Permanent full-time
Headcount or hours/wk:	38 hours per week
Date:	January 2023

Your key relationships

Internal: Grants Manager, Development lead, Head of Impact, CFO, Impact Team, OzHarvest State Managers, OzHarvest Program Managers, internal OzHarvest family members and interstate family members (including Regional Chapters)

External: Funding Bodies (Trusts, Foundations, Government and Corporate Organisations) Financial Donors, Strategic Partners, Key Suppliers, Service Providers, and Contractors

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

This is an exciting opportunity to grow and maintain the grants program across government, corporate, and private channels. Reporting into the Grants Manager, the role of Grants Coordinator is responsible for assisting in the researching, monitoring, coordinating, and submitting grants nationally and locally for OzHarvest. This role works on the end-to-end grants process including prospect research, project planning, written development, administration, and acquittal of funding submissions. The role will build and maintain relationships with funders, public service representatives, government bodies, corporate, private organisations key stakeholders internal and external relating to grant applications, reporting and acquittals.

Your Key Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life :

- Demonstrate each value in every one of your actions and decisions
- Contribute to the successes of your team by supporting your team mates to be the best they can be
- Communicate honestly and openly at all times



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Research and Stakeholder Engagement

- *Research, write and submit grant applications that are succinct and professional, with the capacity to adjust style to persuade a variety of audiences and secure funding.*
- *Deliver funding reports and acquittals as per funding agreements and contracts, utilising both qualitative and quantitative data.*
- *Work with the Grants Manager & Development Lead to identify new funding opportunities with relevant funding bodies (such as trusts, foundations, government & corporate organisations) and creating strong applications for funding as well as reports and acquittal.*
- *Establish relationships with funding bodies to confirm OzHarvest's alignment and basis for application, and determine terms, time periods, reporting requirements*
- *Review referrals from State and National Program Managers for new grant opportunities*
- *Supporting internal family (Operations, State & Education teams) on funding submissions*
- *Working collaboratively with internal stakeholders to secure key content to meet eligibility criteria and deadlines*
- *Responding to existing funder requests to ensure strong retention and growth of philanthropic support.*
- *Tracking the grant pipeline, deliverables calendar and collation of impact reports.*

Grant Content Creation

- *Assist in the ongoing maintenance of content for submissions for state and national funding, progress reporting and acquittals (through trusts, foundations, government, corporate organisations)*
- *Coordinate information required for funding submissions through internal family (Program Managers, Coordinators and State Managers)*

Grant Administration & Submissions

- *Manage, record, schedule and track funding submissions with full transparency using CRM platform (Salesforce) and grants tools*
- *Maintain accurate database records and donor files*
- *Supporting the overarching Grants Strategy, working toward reasonable KPI's*

At OzHarvest we are a small family and there are fabulous opportunities for each of us to work together to contribute to deliver on our purpose to Nourish our Country. These could include a range of reasonable additional duties from time to time as required.

Personal Specifications

Qualifications

- Current and Valid Police Check (definitely)
- Current Covid 19 Vaccination Certificate (definitely)

Skills, Knowledge & Experience

- Thorough understanding of the OzHarvest cause and values
- Experience in grants administration and management
- Experience in managing internal and external relationships with stakeholders, particularly volunteers
- Experience working in a time pressured and sometimes unpredictable and fast paced environment to meet tight deadlines
- Well-developed time management and organisational skills

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- Intermediate computer skills (or ability to learn) – MS Office plus Salesforce
- Formal qualifications or relevant experience in grants administration, grants management, or business management, sponsorship proposals, report writing, preferably in a not-for-profit or community setting
- Intimate knowledge of the national grants funding landscape and policies across all channels
- Excellent written and verbal communication and interpersonal skills, including the ability to negotiate, be persuasive, develop trust and maintain effective working relationships
- A valid Police Check – or the ability to obtain this

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive and proactive
- Ability to manage multiple stakeholders and multiple tasks
- Strong communications skills and the ability to build and nurture relationships
- Strong writing ability with creative flare
- Ability to work autonomously and as part of a team
- Ability to coordinate administration, logistics and other grants in a time pressured environment
- Strong customer service approach
- Ability to work effectively under pressure

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____