



POSITION DESCRIPTION

Job Title:	Grants Officer
Business Unit:	Fundraising and Marketing
Reports To:	Director of Fundraising, Marketing and Communications
Direct Reports:	N/A
Location:	Melbourne, Victoria
Award Classification:	SCHADS Level 4
Hours:	Part time (22.8 hours per week, 0.6 FTE)
Date Updated:	January 2025

About Red Nose

Red Nose is a national charity working to save little lives through research and education and to support families impacted by the death of a baby or child during pregnancy, infancy and early childhood.

Red Nose is Australia's leading authority on safe sleeping and safe pregnancy advice and has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years. We work hard to ensure parents whose baby or infant dies suddenly or unexpectedly are able to access appropriate bereavement support and care; regardless of where they are based in Australia.

Position Purpose

The Grants Officer is responsible for developing and executing the strategy for grant proposals to trusts, foundations, government and other grant-making organisations. This role will include prospect research; writing, coordinating and submitting grant requests; establishing relationships with foundation contacts, and delivering timely reports and acquittals to funders.

This position will work with key internal stakeholders across Red Nose to understand our funding needs and priorities, to enable the creation of compelling applications for funding and reports/acquittals.

A key focus of the role will be to build long-term relationships with trusts, foundations, private family foundations and other grant makers, using appropriate relationship management to achieve results.

This role is also required to use our customer relationship management database, to ensure accurate data is recorded and tracked and to enable regular KPI reporting.

Key Internal Relationships

- Fundraising, Marketing and Communications Team
- Education Team
- Bereavement Support Team

Key External Relationships

- Funders
- Grant makers
- Trust and Foundations
- Project stakeholders

Key Tasks

- Develop & implement the trusts and foundations strategy to build and sustain long term philanthropic funding through trusts, foundations and other grant sources to enable Red Nose to deliver priority projects
- Identify, develop and nurture relationships with trusts and foundations and other funding bodies
- Liaise with internal stakeholders to understand funding needs and priorities to create strong applications for funding and reports/acquittals
- Develop impactful cases for support and create inspiring and engaging proposals and applications to secure funding
- Conduct research to identify new opportunities for support and actively manage a pipeline of funding opportunities
- Administrate active philanthropic and government grants
- Manage the acquittal of grants including contract administration, writing acquittal reports and preparing internal reports
- Develop and manage an annual calendar to ensure timely submission of letters of inquiry, proposals, reports and acquittals
- Achieve annual income budget for Trusts and Foundations
- Have a creative approach to donor engagement, recognising the special relationship donors have with Red Nose's cause
- Maintain records including the customer relationship management database and email correspondence as well as preparing communications and reporting as required
- Undertake all training required to understand and accurately use Red Nose systems and processes
- Comply with OH&S requirements

Experience & Qualifications

Essential	<ul style="list-style-type: none">• Minimum three years' experience in fundraising in a similar role• Experience of grant writing, including preparing applications for submission and preparation of subsequent reports and acquittals• Proven ability to secure income through the development of cases for support and compelling proposals• Experience completing prospect research to identify philanthropic funding opportunities and networks• Experience in cultivating relationships with Trusts and Foundations and other grant makers• Proven ability to establish and maintain relationships with diverse range of stakeholders• A relevant tertiary qualification
Desirable	<ul style="list-style-type: none">• Understanding of medicine/health as it relates to pregnancy, childbirth, perinatal and infant wellbeing.

Skills and Technical Expertise

Essential	<ul style="list-style-type: none">• Strong track record of achieving income targets within set timeframes, through writing and winning funding grants• Exceptional writing skills, particularly in grant applications, fund proposals, commercial tenders or similar• Ability to synthesise information and communicate in a compelling and succinct form
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	<ul style="list-style-type: none"> • Strong understanding of the key success factors for trust and foundation submissions, stewardship and reporting • Excellent attention to detail, organisation and project management skills • Well-developed verbal and written communication skills • A solid understanding of budgets as they relate to proposals and grants • Good understanding of the fundraising, economic and philanthropic environments within Australia • Ability to work effectively and proactively, both independently and within a team environment • Experience using a customer relationship management system
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Personal Attributes

Essential	<ul style="list-style-type: none"> ➤ WElcoming – creating spaces of comfort, collaboration and belonging ➤ Courageous – comfortable with the uncomfortable. Willing to have a go, identify mistakes and learn from them ➤ Accountable – demonstrating integrity in everything you do ➤ Respectful – valuing the contributions of all ➤ Everyone together– working with passion for our cause ➤ Resilient - the ability to work through, withstand and recover quickly from difficult situations
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Quality, Safety and Improvement

Essential	<p>Red Nose employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures; • Identifying risks, reporting and being actively involved in risk mitigation strategies; and • Participating in and actively contributing to quality improvement programs • Complying with all relevant clinical and/or competency standards.
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Checks – employment subject to:

Essential	<ul style="list-style-type: none"> • National Police Check • Working with Children Check
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Authorisation

Position description authorised by: Director of Fundraising, Marketing and Communications

Employee signature:

Date: