



Job Description

POSITION TITLE: Philanthropic Grants Coordinator
LOCATION: SAHMRI, North Terrace
REPORTS TO: Engagement Manager
DEPARTMENT: Fundraising and Marketing

PURPOSE AND SCOPE OF THE POSITION

The Philanthropic Grants Coordinator is responsible for identifying, writing and targeting compelling funding applications and proposals to increase philanthropic income to SAHMRI.

This varied role is part of a small team, so flexibility, adaptability and a 'can do' attitude are critical. The role will involve identifying projects for support, cultivating and stewarding relationships with grant-making trusts and foundations, submitting funding applications, acquitting grants and providing recognition for philanthropic contributions.

There are no direct reports for this role.

KEY RESPONSIBILITIES

The specific duties include:

- managing philanthropic grant submissions, identifying, writing and targeting compelling funding applications and proposals.
- developing a yearly prospecting calendar of opportunities for grant submissions.
- identifying suitable projects for support by liaising with researchers and SAHMRI's Research Office team.
- developing and maintaining positive and effective relationships to steward staff, grant-makers, trustees and directors at grant-making organisations.
- acquitting grants and preparing reports.
- providing timely, personalised communications and recognition to trusts and foundations.
- maintaining records in the database at each stage of the acquisition pipeline to track submissions and successes.
- assisting with donor stewardship activities, including tours, meetings and events for current and prospective supporters.
- working with the Engagement Manager and Business Development Manager to ensure all relationships and interactions with philanthropic and corporate foundations and high-value donors are collaborative, coordinated and consistent.
- preparing reports in collaboration with the Head of Fundraising and Marketing.
- collaborating with the team and contributing to all fundraising activities, events and special projects.
- monitoring competitors to determine and implement best practices for SAHMRI.
- promoting a positive image of SAHMRI through professional, efficient and friendly customer service.
- ensuring that activities are legally compliant and in line with SAHMRI's Fundraising Policy.
- participating in special projects to continuously improve processes, tools, methods and organisation.

- taking reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- participating in implementing the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- performing duties in keeping with SAHMRI's Vision, Mission and Values and **Code of Conduct Policy**.
- performing other duties as directed by the Head of Fundraising and Marketing.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- Some intrastate or interstate travel may be required (as appropriate).
- DCSI General Probity Employment Screening will be required.
- Compliance with SAHMRI Immunisation Policy and COVID-19 Vaccination Plan.




Person Specification

QUALIFICATIONS

- Relevant qualifications or significant relevant work experience.
- Extensive experience in a similar specialist position.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Proven success in Trust and Foundations grant submissions and knowledge of the Australian philanthropic landscape.
- Excellent interpersonal skills and a clear, communicative and collaborative style and the ability to form strong relationships with a diverse range of people.
- Possess the ability to identify philanthropic opportunities and develop into potential support.
- Excellent written and verbal communication skills.
- Experience in managing tight and conflicting deadlines with multiple stakeholders.
- Experience in a science or medical environment would be an advantage.
- Excellent attention to detail and an understanding of the importance of engaging and recognising supporters in an appropriate manner.
- Sound knowledge in the use of customer relationship management databases.
- Reliable and responsible.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People.
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence