**VOLUNTEER POSITION DESCRIPTION**

**Grant Writer and Fundraising Volunteer**

**Program Name:**  Operations

**Location:**  161 Chapel St, St Kilda (work from home available)

**Hours per week:**  As required

**Reports To:** Executive Officer

**Key Relationships**: Program Coordinators

**Organisation Overview**

Port Phillip Community Group (PPCG) is a not-for-profit organisation governed by a community-based Board of Directors. PPCG is a leading provider of homelessness prevention services for over fifty years. We service individuals and families with a diverse set of needs. People using our services may be managing multiple and complex issues such as mental and physical health needs, housing insecurity, family violence, chronically low income, drug and alcohol dependency, and unemployment.

Our service model incorporates a client-centred, open-door policy combined with collaboration and partnerships that build on feedback from key stakeholders and the community. Our work includes:

* Information, referral and support including emergency relief and material aid
* Financial Hardship Services including financial counselling, tax help, and no interest loans
* Community engagement and inclusion through social, recreational and well-being groups
* Education and skills development along with pathways to employment
* Food Coordination to eliminate food waste and reduce hunger.

**ROLE OVERVIEW**

As our Grants Writer, you will contribute to the growth and retention of funding by collaborating with program staff to identify, cultivate solicit, steward, and renew donations from Trusts, Foundations, government, bequests and other funding organisations. The Grants and Fundraising Volunteer will be pivotal in increasing our donor database, and diversify our funding streams.

**KEY RESPONSIBLITIES**

In this role, you will be responsible for:

* Work with the Program Coordinators and broader leadership team to define funding needs.
* Identifying potential grant, donation and fundraising sources that align with our mission, values, strategic direction and capacity.
* Draft grant proposals, fundraising campaigns and other revenue ideas to present to the leadership team.
* Collaborate with the EO on PPCG’s strategic planning for funding.
* Lead, succinct, persuasive, and professional grant submissions and funding proposals that align with the values of PPCG.
* Identify, develop, and execute a pipeline of potential government, trusts, and foundations grant, tender, and other funding opportunities as well as developing a suite of grant materials.
* Oversee end-to-end grant processes including coordinating the delivery of grant programs.
* Coordinate, implement, administer, and conduct acquittal and reports of all government, trust, and foundation grant agreements in an accurate and timely manner in line with the grant agreement.
* Ensure all application, renewal, and reporting requirements are met, including compliance with all funder regulations, policies, and procedures.
* Managing numerous priorities and emerging opportunities while meeting firm deadlines.
* Write copy for PPCG’s broader Marketing activities.
* Use ethical guidelines to ensure compliance with policies and procedures.

**KEY SELECTION CRITERIA**

* Minimum of 3 years of professional experience in grant writing at institutional level, e.g. Australian Government, Trusts, and Foundations.
* Developed relationships with existing trusts and foundations and the ability to liaise professionally with funding organisations and develop robust relationships leading to positive funding outcomes.
* High level project management skills with the ability to manage strategic projects with limited supervision, and balance competing priorities.
* Prior experience working within or on behalf of non-profit organisations and broad knowledge of the sector and the multiple funding streams available.
* Work collaboratively with the team to implement the Impact Measurement Framework which will be the core data collection tool for outcomes and impact measurement, evaluation, and research.

**Desirable**

* Excellent organisational, time, and project management skills with the ability to prioritise and manage competing work tasks to deliver on agreed timelines.
* Demonstrated high-level written and verbal communication skills and ability to communicate in various writing styles.
* Relevant experience in research and evaluation design, program logic models, qualitative and quantitative data analysis, report, and grant writing.

**Essential criteria for all PPCG volunteer and staff positions**

* Commitment to the philosophy and principles of PPCG
* Adherence to the policies, procedures and practices of PPCG
* Commitment to providing and maintaining a safe and healthy working environment for all
* Successful completion of a National Police Check and a Working with Children Check if required.

**VOLUNTEER CONDITIONS**

Volunteers will undertake all duties in a professional manner, respecting at all times the rights and dignity of others, keeping confidential any and all information in relation to this position, including client and volunteer information.

I acknowledge that:

* I understand the requirements of, and am prepared to undertake the duties and responsibilities stated above
* This position description will be reviewed regularly in consultation with me, and
* I will be subject to a three (3) month probationary period from my commencement date after which my ongoing commitment will be reviewed.

**I have read and understood the contents of this position description and in signing this document I agree to be bound by the terms and conditions contained within this statement of duties:**

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| --- | --- |
| **Print Name:** |  |
| **Signature of Volunteer:**  |  |
| **Date:** |  |