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| HR | Success Profile | Image of Guide Dogs logo - the words Guide Dogs and a full stop. |

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| Role | Trusts and Foundations Coordinator |
| Reports to | Grants Manager VIC, NSW/ACT |
| Location | NSW |
| Manages / Supervises | N/A |
| Date revised | 04/06/2021 |

## PURPOSE OF THE JOB:

## Support income generation for Guide Dogs NSW/ACT, VIC and Guide Dogs Australia by researching, applying to and maintaining support from Trusts and Foundations, Private Ancillary Funds (PAFs) and governments.

**KEY ACCOUNTABILITIES**:

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| Key Result Area |  |
| Research | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Works closely with the Vision and Guide Dog service delivery teams to identify funding opportunities from the broadest possible range of activities undertaken by Guide Dogs and package these in ways that are appropriate to the needs and interests of potential Trusts & Foundations. * Researches and recommends philanthropic funders that are aligned with Guide Dogs’ mission. |
| Key Result Area |  |
| Collaboration | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Works in close consultation with the Grants Manager VIC & NSW/ACT (Melbourne based) to manage and prepare grant applications. * Works with a variety of internal and external stakeholders. |
| Key Result Area |  |
| Relationship management | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Maintains and develops positive relationships on behalf of Guide Dogs with existing philanthropic supporters. * Coordinates site visits (NSW/ACT) to enable funders to see the impact of their philanthropic support. * Represents Guide Dogs (NSW/ACT) at various events or meetings as required. |
| Key Result Area |  |
| Administration | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Ensures accuracy of records in CRM databases and contributes to the record of applications and acquittals. * Supports the development of monitoring and evaluation plans and the submission of high-quality acquittal reports and other communications to philanthropic funders. |

**NOTES**:

* Complete other tasks as required / directed.
* Participate in personal development opportunities.
* Keep informed on company procedures and policies.
* Conduct all activities in a manner consistent with the Workplace Behaviour Policy.

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| Additional Accountabilities | JOB HOLDER IS REQUIRED TO: |
| WH&S Responsibilities | * Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices. * Participate in team meetings to discuss workplace health safety in the department. * Report any hazards and incidents as soon as possible, whether or not someone was injured. * Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required. * Ensure that anything which is provided in the interests of workplace health and safety is not misused or interfered with. |
| Values | * Demonstrate and promote the GDN values * Lead with Head and Heart * Never stop exploring * Walk the talk * Lift each other |

KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

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| Essential | Desirable |
| * 1-2 years of experience in grant writing, program monitoring and evaluation or research. * Completion of a relevant tertiary qualification in social sciences, disability, communications, fundraising, marketing, sales or similar. * Excellent written skills suited to preparing professional funding proposals. * Strong relationship building and stakeholder management skills. * Excellent interpersonal skills including tact, diplomacy, discretion and effective listening. * Strong administrative skills, editing skills and attention to detail. * Display enthusiasm, creativity and innovation. * Computer literacy and understanding of database management. * Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated. * Must be comfortable around, and able to work with, large dogs. | * Knowledge of philanthropy best practice, including a commitment to continual improvement. * Prior experience using a fundraising database system. |

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| [Name] | [Sign] | [Date] |