

Position Description - Grants Manager

Role:	Grants Manager
Reports To:	Director of Fundraising and Marketing
Employment Type:	Full Time (1.0 FTE)
Award Pay Level:	Level 6 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based at 214-218 Nicholson Street, Footscray (The ASRC offers Flexible Workplace arrangements including the ability to work from home)

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is the largest aid, employment, health and advocacy organisation for people seeking asylum in Australia. The ASRC provides a range of direct services as well as participating in law reform, campaigning and lobbying.

Grants Program

Grant funding continues to be a vital income stream for the ASRC representing approximately 30% of total revenue through the management of a large portfolio of trusts, foundational and grant-funding bodies ranging from \$5,000 to \$1 million. Grants provides the ASRC sustainability and ensures continuity of the critically needed services to our members (people seeking asylum)

The Grants Program is currently managing end to end the application, reporting and acquittal process of over 100 grants, with more than 150 deliverables per year. Grant reporting frequencies are ranging from fortnightly, monthly, and quarterly to semi-annual and annual reports.

The Program has a close working relationship with Finance, Monitoring & Evaluation and Service Delivery/Advocacy Programs.

Role Description

The Grants Manager is responsible for all aspects of grants management across the organisation. The Grants Manager is tasked with sourcing grant funding opportunities, writing funding applications and reports and managing grant contracts. The Grants Manager works closely with the CEO, Directors and Program Managers to understand and reflect the needs of the organisations in all grant applications and reporting requirements and is the organisation's key contact and relationship manager with funders for the delivery of grant funded programs.

The Grants Manager is considered one of the senior leaders within the Fundraising & Marketing Stream, and works closely with other senior staff and the Stream Director.

Key Responsibilities

The primary responsibilities of the Grants Manager include:

- Develop strategies to estimate and achieve annual income targets;
- Research and scope potential philanthropic, government and corporate grant opportunities for the ASRC;
- In collaboration with Directors and Program Managers, establish the organisational funding priorities and develop grant applications to potential and current funders that correspond to these priorities;
- Contract management of successful grants;
- Reporting and acquittals as per contractual requirements for all grants;
- Work closely with the Finance Program on the grants liability/acquittal process
- Co-ordinating, attending or presenting at funder meetings or visits, as appropriate, while delivering on cultivation plans and stewardship activity
- Understanding the purpose and operational factors of ASRC programs and ensure applications and reports align with program priorities and capacities
- Work closely with Grants Program staff, overseeing their individual workplaces and program performance activities on a regular basis
- Database management related to philanthropic records.

Selection Criteria

Essential:

1. Prior experience in successfully managing a diverse grants portfolio;
2. Demonstrated capacity to develop and maintain systems to manage dynamic work priorities, reporting and analysis of trends and results
3. Demonstrated high level written communication skills and the ability to communicate in various writing styles, including experience in the preparation of funding submissions;
4. Excellent oral communication and presentation skills, including the capacity to present to diverse groups of people
5. Proven interpersonal skills; ability to collaborate effectively and develop good working relationships with both internal and external stakeholders;

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6. Proficiency and experience working in a grants management system and/or Salesforce
7. Demonstrated ability to achieve income targets;
8. Sound financial management skills and experience in developing program budgets.
9. Significant understanding of monitoring and evaluation frameworks, practices and impact reporting
10. Expert knowledge of and experience in project management

Desirable:

1. Lived experience of seeking asylum in Australia
2. A relevant tertiary qualification;
3. Experience in working with people from culturally and linguistically diverse backgrounds, with a demonstrated commitment to the principles of social justice.