

Australian Wildlife Conservancy

Position Profile

Designation:	Senior Grants Associate
Reporting to:	Partnerships Manager
Supervises:	The Senior Grants Associate may, from time-to-time, supervise other staff, volunteers, contractors and casual staff.
Based at:	Remote

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and providing hope for Australian wildlife. Guided by science, AWC delivers measurable conservation impacts at scale to secure the future of our most endangered species.

At AWC we are inspired by the unparalleled richness of Australia's wildlife and we are united by our determination to protect its unique animals and landscapes. It is our mission to effectively conserve all Australian wildlife and habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other as a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders.

AWC values:

AWC's work is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability.

OneAWC 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

Critical competencies:

- Exceptional writing skills, including a demonstrated ability to write winning grant applications, funding proposals, commercial tenders or similar.
- Strong organisational skills, including the ability to manage complex detail and multiple projects, priorities and relationships.
- Strong relationship/interpersonal skills, including a demonstrated ability to engage and influence relationships with external and internal stakeholders.
- Exceptional attention to detail.
- Effective desktop research skills, developing innovative search criteria to identify and qualify funding opportunities with a focus on government grants.
- A demonstrated passion for the conservation of Australia's wildlife and habitats.
- A strong work ethic including a willingness to work long hours and weekends as required. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.
- Experience in using standard business software packages (including Word, Outlook,

Excel and PowerPoint) is essential; ability to use a database is desirable.

Qualifications:

- Tertiary qualification in a relevant discipline is essential.

1. Write grant applications and funding acquittal reports
Key activities and responsibilities: <ul style="list-style-type: none">• Act as Grant Lead for assigned grants, with end-to-end responsibility for applications, reporting and day-to-day funder liaison, escalating risks, delays or compliance issues to the Partnerships Manager as required.• Develop effective relationships with internal stakeholders to gather information for grant applications and acquittals.• Draft compelling grant applications which effectively match grant-makers' interests and requirements with AWC's conservation programs.• Present complex scientific and technical data in a clear and concise manner to a variety of audiences.• Take primary responsibility for progress reports, final reports and financial acquittals for assigned grants, including coordinating with the Finance team to prepare accurate budgets, budget-vs-actuals and funder-compliant financial reports.
2. Project manage grant applications to ensure timelines and grant criteria are met
Key activities and responsibilities: <ul style="list-style-type: none">• Develop and implement systems and processes to accurately and efficiently track grant opportunities, applications and successful funding relationships.• Ensure internal stakeholders are engaged in the grant application and acquittal process, with adequate time to prepare and provide required information.• Review and evaluate grant applications for compliance and eligibility, and provide accurate, timely and constructive advice and feedback to the Partnerships Manager.
3. Coordinate and deliver internal reporting on AWC's grants program
Key activities and responsibilities: <ul style="list-style-type: none">• Provide accurate and timely internal reports with information on:• Grant application activity for both historical and active grants• Grant deliverables, ensuring AWC's field team of ecologists and land managers are aware of relevant grant requirements and obligations• Communication and other requirements of funders.
4. Liaise with Philanthropy and Communications teams
Key activities and responsibilities: <ul style="list-style-type: none">• Facilitate frequent and impactful communication between the Grants function and the Philanthropy and Communication teams• Explore opportunities for funding from Trusts and Foundations alongside the Philanthropy team• Share grant opportunities and outcomes with the broader AWC teams• Participate in regular team meetings with Philanthropy staff to ensure a consistent approach to fundraising. Clearly communicate Partnership obligations to Philanthropy and Communication teams.
5. Identify and qualify grant opportunities
Key activities and responsibilities: <ul style="list-style-type: none">• Research and identify government grant opportunities with links to AWC's purpose, mission and values.• Support the Philanthropy team to identify grant funding networks and advise on targeted strategies for renewal and growth of grant income.

6. Build and maintain collaborative relationships with funders

Key activities and responsibilities:

- Proactively build and maintain relationships with grant makers, including initiating phone calls and early conversations with funding decision-makers and administrators to clarify requirements, strengthen relationships and identify risks early, particularly for strategic and government grants.

7. Administration

Key activities and responsibilities:

- Assist in the preparation of quarterly progress reports.
- Maintain the database and files, ensuring strict confidentiality of donor information.
- Assist with general correspondence and administration.

8. Undertake other tasks, as required

Key activities and responsibilities:

- Manage and develop staff and volunteers in accordance with AWC policies.
- Ensure compliance with all relevant AWC policies – eg, OH&S, finance.
- On request, undertake other tasks as specified by the National Manager, Partnerships and/or Chief Strategy Officer.
- Champion AWC values and OneAWC initiative.
- Contribute to the ongoing development and implementation of AWC's Partnerships & Growth strategy, through;
 - Contributing to the periodic development and review of the strategy.
 - Developing and maintaining awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).