

	Position Title: Philanthropic Grants Manager	Team: Strategic Engagement		Region: Central
	Supervisor: Senior Manager Philanthropy	Delegations and Authorities: In Line with Delegations Policy	Band: D	Date Completed: January 2019

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>This role is part of the Philanthropy team, responsible for developing and managing relationships and generating financial support from Major Donors, Corporates, Bequests and Trusts and Foundations. The role aims to develop and manage relationships with philanthropic trusts and foundations to secure funding for innovation, specific projects and general support.</p> <p>The role reports to the Senior Manager Philanthropy and works closely with other members of the Philanthropy Team, as well as with relevant program Directors and Managers across the organisation in developing and submitting proposals for funding. In addition, this role will undertake funding administration and support activities including matching projects with funding, managing contracts and preparing acquittal reporting.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The primary objectives of the role are:</p> <ul style="list-style-type: none"> • Identify trust and foundation funding opportunities • Match Berry Street’s needs to funding opportunities • Write submissions for funding, manage grant agreements and write funding acquittals.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Central Office in Richmond.</p> <p>This role reports to the Senior Manager Philanthropy who will provide supervision and review.</p> <p>This role has no direct reports but may oversee contractors on an ‘as needs’ basis, to help manage the development of submissions at busy times.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including attention to detail, public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrated experience in, and track record of, successful grant writing.
- Exceptional problem-solving skills and ability to adapt to changing organisational priorities.
- Highly developed administration and organisational skills with the ability to coordinate and influence internal and external stakeholders.
- Ability to work as part of a team.
- Excellent time management skills, demonstrated ability to meet tight deadlines and the ability to work independently.
- High-level networking and relationship-building skills.
- Good computer skills in MS Word, Excel, Outlook and a good working knowledge of spreadsheets and databases, preferably including Raisers Edge.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in an appropriate discipline.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience in the child and family services sector.
- Existing knowledge and relationships with philanthropic funders in Victoria.
- Experience in using a fundraising database (preferably Raisers Edge).

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Philanthropic Submissions	<ul style="list-style-type: none"> • Manage the sourcing, collating and maintenance of relevant information about funding opportunities from philanthropic trusts and foundations • Prepare and make submissions to philanthropic trusts and foundations, at times independently and at times coordinating the joint preparation of submissions with others e.g. program staff and internal consultants • Prepare templates for reporting and grant acquittal; liaise with programs to complete reports; and ensure reports are submitted to meet requirements and foster positive relationships with funders • Assist with maintaining the system for prioritising program funding and regional needs and matching these to philanthropic funding sources
Administration	<ul style="list-style-type: none"> • Ensure that all files/records (hardcopy and electronic) in relation to this role's funding applications, liaison, outcomes and reporting are comprehensive, current and highly accurate – and updated in a very timely manner – consistent with agreed procedures • Ensure that all of this role's submissions and reports are comprehensively completed for review and sign-off as required • Ensure that all trust and foundation grants received are appropriately processed and acknowledgement of support is given • Manage analysis and reporting of the performance of the Trusts and Foundations portfolio
Relationships	<ul style="list-style-type: none"> • Build solid working relationships with staff across the organisation • Establish and nurture relationships with trusts and foundations • Liaise with grants' and donors' advisors where appropriate • Connect to relevant forums and networks to keep abreast of upcoming opportunities and foster positive relationships
Other	<ul style="list-style-type: none"> • Contribute (with the relevant Manager) to the up-to-date reporting of current funding applications and activities on a monthly basis • Contribute to Philanthropy team and Strategic Engagement team activities, including team meetings, and other meetings as appropriate • Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position will be negotiated commensurate with experience. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 5 months. During this period, either party can terminate employment with one week's notice. A probationary review before 5 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Occasional
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storeys.	Daily
	Sit/stand at a computer or in meetings for extended periods.	Daily
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasional