



POSITION DESCRIPTION

JOB DESCRIPTION	
Job Title:	<i>Grant Writer</i>
Job Type:	<i>Part Time (0.4-0.6) / Hybrid</i>
Department/Location:	<i>131-133 Hawthorn Road, Caulfield Junction 3161</i>
Manager/Supervisor:	<i>CEO</i>
THE ORGANISATION	
<p>NCJWA Vic is driven by a profound commitment to championing the rights and empowerment of girls and women. Our existence is dedicated to creating meaningful change through impactful programs and advocacy initiatives that address the unique challenges faced by women. By fostering equality, diversity, and inclusivity in the community and society in general, we envision a world where every woman, irrespective of background, can live up to her potential.</p>	
ROLE	
<p><i>The Grant Writer is responsible for researching, developing, and writing compelling grant proposals to secure funding for NCJWA Vic's programs, operations, and initiatives. This role involves identifying funding opportunities, maintaining a database of potential funders and donors, and collaborating with program staff to articulate the organisation's mission, goals, and impact effectively.</i></p>	
KEY DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none">• Grant Research and Identification: Research potential funding opportunities from government, foundation, corporate, and individual sources. Analyse grant requirements to assess suitability for the organisation.• Proposal Development and Writing: Write clear, concise, and persuasive grant proposals tailored to specific funders. Develop budgets and program narratives that align with the funder's guidelines and the organisation's needs. Ensure timely submission of grant applications, adhering to deadlines and submission protocols.• Collaboration and Communication: Work closely with program staff to gather information on organisational needs and project specifics. Coordinate with finance teams to develop accurate budgets for grant proposals. Maintain open communication with funders, responding to inquiries and providing updates as needed.• Grant Reporting: Work closely with Program Managers to submit required grant reports, ensuring compliance with funder guidelines. Track and document grant outcomes and deliverables to demonstrate impact. Foster relationships with funders to enhance long-term partnerships. Prepare monthly Finance Committee Grant reports.	

<ul style="list-style-type: none"> • Database and Record Management: Maintain an up-to-date Salesforce database of funding opportunities, grant submissions, and reporting schedules. Ensure proper documentation of all grant-related activities and communications. Maintain organisation's filing protocols. 	
OTHER DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> • Stay informed about trends and best practices in grant writing and nonprofit fundraising. • Support other fundraising and development initiatives as required. 	
SKILLS & EXPERIENCE	
Required Experience:	<ul style="list-style-type: none"> • Proven experience in grant writing, with a track record of securing funding for nonprofit organisations. • Familiarity with nonprofit operations and community-based program development is an asset. • Experience working with Salesforce.
Core Competencies:	<ul style="list-style-type: none"> • Passion for Jewish community-based work and NCJWA Vic's mission. • Ability to work independently and as part of a team. • Strong interpersonal and communication skills. • Commitment to equity, diversity, and inclusion
Required Skills:	<ul style="list-style-type: none"> • Exceptional writing, editing, and proofreading skills. • Strong research and analytical skills. • Ability to develop budgets and financial narratives. • Detail-oriented with excellent organisational and time management abilities. • Proficiency in Salesforce grant management software and tools (preferred).
Application Process:	Send a resume, a cover letter and samples of previous grant writing work to lisa.ezekiel@ncjwavic.org.au .

Applications will be reviewed on a rolling basis until the position is filled.

NCJWA Vic is an equal opportunity employer and encourages applications from individuals of all backgrounds.