



## Position Description – Partnerships and Growth Manager – Grant Development and Application

<b>Role Title</b>	Manager - Grant Development and Application
<b>Team</b>	Partnerships and Growth
<b>Remuneration (if applicable)</b>	90k (1FTE)
<b>Award and Grade (if applicable)</b>	
<b>Reports to (Position)</b>	Director of Government Relations & Director of Philanthropy
<b>Direct Reports (Position)</b>	None

### Purpose of Position

Wayside is all about people. Our humanity flourishes when we spend our energy serving others, energized by a mission of creating community with no 'us and them'. The Manager – Grant Research and Development will understand that our mission though simple, is somewhat counter to the wider culture.

Wayside is developing an ambitious 10 year growth strategy and has recently established a new Partnership's and Growth Team. Supporting the work of this team, this role will ensure Wayside can secure the appropriate grant funding to deliver on the programs and activities that support and drive our Mission.

The Grant Research and Development Manager is responsible for a broad range of duties across the application process of the grant funding lifecycle. It coordinates research, internal input and grant application development for opportunities relevant to Wayside's strategic priorities.

### Key Accountabilities & Responsibilities

- Source and research grant opportunities from government agencies, grant funding bodies, corporate foundation and private sources.
- Develop recommendations for grant opportunities that best align with Wayside's Mission and Strategic priorities
- Coordinate the development of grant proposals and supporting documents based on the grant guidelines and broader strategic considerations relevant to the grantor. This will involve coordinating input from a range of key internal stakeholders and partner agencies and writing of the grant form.
- Submit proposals and coordinate the associated internal approval process.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with all stakeholders as required.
- Support the maintenance of a grant pipeline

## **Vision, Mission and Values**

**Vision:** Love over hate.

**Mission:** Creating community with no 'us and them'.

**Values:** Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead, we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who have lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

### **Behaviours:**

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel, and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask, "what facts do I not have" and "who can I talk to for reliable clarity"

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that everyone's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, let's also be kind to each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable, but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

### **Culture**

- Proactively contribute to the creation of a positive, fun, and value-driven culture

### **People related Risk Management**

- Comply with all relevant legislation and all Wayside policies and procedures

### **Other**

- Any other duties as directed by the Partnerships and Growth Executive and Senior Management Team or equivalent role.
- Undertake training as required and directed.
- Practice and promote appropriate self-care at an individual, team and organisation wide level.

### **Core Competencies– key skills, work experience, qualifications**

- 3-5 years' experience in grant/tender/proposal writing or editing – ideally in a NFP or educational setting
- Strong technical background (Bachelor Degree, or 3+ years' experience) in at least one of the following areas: Human Services, Health and Community Development – or can demonstrate learned familiarity in this field.

- Superior writing, editing, and communication skills
- Experience with Microsoft Suite formatting and template creation
- Exceptional attention to detail
- Experience working in a deadline driven environment
- Skills in internet prospecting and research
- Ability to work in a team
- Ability to take and give direction
- Ability to manage multiple projects and deadlines \*Advantageous Attributes & Skills\*
- Experience with budget drafting.
- Familiarity with government and foundation policies, procedures and guidelines, and business principles governing grant preparation and submission.
- Ability to demonstrate initiative in BP improvement and implementation highly desirable
- Strong team player attitude and commitment to collaborative work practices.
- Willingness to work within the ethos of The Wayside Chapel mission, vision, and values.
- Time managements skills and the ability to continually prioritise and manage a high-volume workload.
- High attention to detail and analytical abilities are preferable

## **Role dimensions**

### **Decision making**

Prioritises and manages day to day demands.

Makes day to day decisions and provides guidance on appropriate courses of action that might be taken to address issues and defers to the Manager on more complex and contentious issues.

### **Reporting line**

Director of Government Relations and Director of Philanthropy

### **Direct reports**

None

### **Budget/Expenditure**

None

### **Note**

This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria, or outcomes. It is indicative of the position. The can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.

The incumbent of the role should be aware that their position within The Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge, and skills.