

Position description

Greater together 

Position title:	Manager, Grants
Institute/School/Centre/Directorate/VCO:	Engagement and Co-op
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Leigh Kennedy, PVC, Engagement and Co-op Telephone: (03) 5327 6033 Email: l.kennedy@federation.edu.au
Recruitment number:	JR101646

Position summary

The Manager, Grants position will research and develop funding proposals that contribute to the Federation University Australia Foundation meeting its financial objectives. The position plays an important role in securing funding for scholarships via the Foundation.

The Manager, Grants will be proactive and innovative in researching a range of grant and revenue opportunities across all tiers of government, philanthropic trusts and foundations, business and individuals, both domestically and internationally. The role will directly develop high-quality grant submissions, monitor and track progress, and keep abreast of emerging opportunities within the sector.

The role will be responsible for the development and maintenance of relationships with external grant providers through the application and awarding stages.

The successful candidate will need to familiarise themselves with the Federation University Australia Foundation's programs and be able to craft funding proposals and reports in a clear and compelling manner.

Portfolio

The Engagement and Co-op portfolio leads strategic partnerships with industry, government, philanthropy, alumni and community organisations to strengthen Federation University's regional impact, reputation and capacity to attract investment in priority initiatives.

The portfolio creates opportunities across scholarships, student support, education, research, innovation, alumni engagement, work-integrated learning and co-operative partnerships. These activities connect philanthropic and community investment with areas of demonstrated need and high potential impact.

Within this context, the Manager, Grants plays an important role in aligning philanthropic funding opportunities with the University's strategic ambitions and building the relationships, evidence base, systems and submissions required to pursue grants in a coordinated and sustainable way.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in Federation University's 2040 Strategic Plan and share the University's values of:

INCLUSION, we champion access and equity for all, creating a welcoming, supportive environment for our diverse learners and staff.

INNOVATION, we innovate to transform, embracing new ideas in teaching, research and operations to continually improve and stay ahead.

EXCELLENCE, we strive for excellence in all that we do, holding ourselves to high standards of quality, integrity and impact.

EMPOWERMENT, we support and trust our people, empowering learners, staff and partners to contribute, lead and succeed.

COLLABORATION, we are stronger together; teamwork and strong partnerships are at the heart of how we operate.

Key responsibilities

1. Conduct prospect research on available funding for the Federation University Australia Foundation's programs and provide high-quality advice on leads.
2. Establish and maintain personal contact and relationships with funding contacts and program officers, ensuring a complete understanding of the program. Keep in contact with funders to monitor progress and provide analysis on successful and unsuccessful outcomes.
3. Prepare, write and produce high quality funding proposals that frame and meet the needs of the Federation University Australia Foundation.
4. Develop proposals that influence and support funders to effectively apply their investments in the University sector. Interpret subject content and develop into persuasive written form for funding proposals, drawing on existing submission and marketing materials, and creating copy where relevant.
5. Track and coordinate the University's participation in ongoing funding opportunities, support and collaborate with the Research Department, Finance Department and Advancement team.
6. Maintain a calendar of opportunities to ensure timely submission of letters of enquiry, proposal deadlines and reports.
7. Coordinate record keeping of funding applications and funders within the University's contract management system. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed.
8. Have a detailed understanding and knowledge of University Policies and Procedures, particularly those relating to Foundation activities.
9. Work collaboratively with other parts of the university.
10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.

12. Undertaking the responsibilities of the position adhering to:

- the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Manager, Grants reports to the PVC, Engagement and Co-op as part of the Engagement and Advancement team.

The Manager, Grants will be required to be creative and work independently to resolve issues in relation to planning, conflicting priorities and in undertaking projects.

Position and organisational relationships

The Manager, Grants works closely with staff across the Engagement and Co-op portfolio developing partnerships across Victoria. The Manager will also work closely with multiple portfolios including Institutes, Research Centres, CLXO, Finance and the VC office.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - postgraduate qualifications or progress towards postgraduate qualifications and / or extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or training.
2. Previous philanthropic experience is essential.
3. Must hold a valid Employer Working with Children Check (WWC) check.

Experience, knowledge and attributes

1. Demonstrated ability to undertake research, and to write clearly and persuasively.
2. Demonstrated ability to utilise initiative, exercise independent judgement and make decisions where appropriate without reference to senior staff and an ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
3. Demonstrated interpersonal and communication skills, and the ability to work independently and as part of a team.
4. Proven ability to develop strong relationships across a wide variety of stakeholders.
5. Excellent written and verbal communication skills and demonstrated ability to translate complex issues into language that may be accessed by a broad audience.
6. Demonstrated organisational skills to manage time effectively, ensuring deadlines for grant applications are met and maximising productivity as well as an ability to summarise and present information.
7. Demonstrated ability to secure new funding opportunities, with an excellent understanding of foundations, organisations and businesses.
8. Demonstrated proficiency with the ethical usage of AI and agents to streamline grant researching, scoping and preparation.

9. Proven ability to manage financial resources in accordance with existing organisational policies and procedures and prepare financial reports.
10. Demonstrated ability to promote and enhance the reputation of the university.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.