

POSITION DESCRIPTION

Position Title:	Research & Proposal Writer (Volunteer) - Grant, Foundation and Institutional Funders
Department:	CEO's Office
Name:	
ANGLICAN AID REQUIREMENTS	
Values	Grace, Integrity, Compassion, Gospel Partnerships, Community Participation, Sustainable Transformation
RELATIONSHIPS	
Direct Manager	<ul style="list-style-type: none"> Operations Manager
Direct Reports	<ul style="list-style-type: none"> None
Key Internal Relationships	<ul style="list-style-type: none"> Chief Executive Officer Senior Team Research and Systems Consultant
Key External Relationships	<ul style="list-style-type: none"> N.A.

PRIMARY PURPOSE

In one or two paragraphs, state the main purpose of the role

To enable Anglican Aid to grow its impact by researching potential institutional, foundation and grant based funding streams that align with Anglican Aid's mission, vision, and values, and draft grant proposals and funding applications to the funders identified.

To enable Anglican Aid to successfully expand our funding base to include aligned institutional, foundation and grant based financial supporters.

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SCOPE & AUTHORITY	
Financial	<ul style="list-style-type: none"> • N.A.
Technical	<ul style="list-style-type: none"> • Office Systems
People	<ul style="list-style-type: none"> • N.A.

KEY RESPONSIBILITIES	
Foundation and Philanthropic Funders	<ul style="list-style-type: none"> • Identifying prospective foundation and philanthropic funders, in Australia and internationally, with goals that align to those of Anglican Aid. • Draft funding applications to foundations and philanthropic funders for identified opportunities.
DFAT	<ul style="list-style-type: none"> • Research DFAT funding priorities, overlap with Anglican Aid priorities, and parameters that must be met for Anglican Aid to successfully apply for DFAT grants. • Support Anglican Aid to submit grant proposals for identified opportunities.
Social Impact Bonds	<ul style="list-style-type: none"> • Investigate Social Impact Bonds and the opportunities for engagement by Anglican Aid. • Identify other potential sources of innovative financing that may be available to expand Anglican Aid's funding base and size of projects.
Research tasks	<ul style="list-style-type: none"> • Together with the Research & Systems Consultant, and in consultation with the Project Team Leads, source data to validate and support Anglican Aid's Theory of Change. • Identify local and international aid & development NFPs with aligned vision and mission to Anglican Aid, with the potential for synergistic partnerships, joint funding applications, and joint project implementation.

CAPABILITY PROFILE	
Qualifications	<ul style="list-style-type: none"> • Relevant degree or appropriate aid & development industry experience.
Experience	<ul style="list-style-type: none"> • Experience in researching new funding prospects • Experience researching trusts, foundations and philanthropic funders • Grant proposal writing for institutional donors, including DFAT. • Demonstrated success securing grants from government funders and foundations. • Ability to translation program logic and design into compelling grant applications. • Data research and data gathering to support Theory of Change.

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CAPABILITY PROFILE	
Skills / Knowledge / Abilities Behavioural Competencies	<ul style="list-style-type: none"> • Can apply research skills with focus to achieve outcomes. • Highly competent writer and communicator • Ability to articulate complex ideas in a clear and concise manner • Knowledge of, in particular, the Australian Christian philanthropic landscape • Able to work independently
Other relevant information	<ul style="list-style-type: none"> • One year volunteer engagement

AUTHORISATION – Position Description			
Employee:			
Signature:		Date:	
Senior Manager:			
Signature:		Date:	