

OVARIAN CANCER AUSTRALIA (OCA) POSITION DESCRIPTION

Grants Officer

Position Purpose

The position is responsible for coordinating the identification, cultivation, solicitation, submission writing, reporting and ongoing stewardship of grant funders (including private, public and corporate, Trusts and Foundations, pharmaceutical companies and government grant programs) to ultimately drive income growth in this area.

The Position

Location:	Queen Victoria Women's Centre, 210 Lonsdale Street, Melbourne
Position Reports to:	Development Manager
Direct Reports:	n/a
Position Type:	Part-time 0.8 FTE (60.8 hours per fortnight)
Position Duration:	Fixed Term Contract – 12 months (parental leave placement)
Other benefits:	Not for Profit salary packaging available Information Here

Our Organisation

Ovarian Cancer Australia (OCA) is the leading national body for ovarian cancer in Australia. Founded in 2001 by a group of people personally affected by ovarian cancer, our vision is *to save lives and ensure that no woman with ovarian cancer walks alone.*

Our focus is to provide care and support for those affected by ovarian cancer; and represent them by leading change.

Our values: We listen: We are inclusive: We are courageous: We act with integrity. For more information please visit www.ovariancancer.net.au.

Our Culture

We build a strong sense of purpose and community by welcoming and supporting staff committed to achieving our vision.

We value the diversity of our inclusive workplace and make sure we are a place where everyone feels respected and accepted.

We foster an environment where we share ideas and feedback, and where every contribution is important. We are authentic and demonstrate trust, openness and optimism in everything we do.

Position Background

Each year in Australia, approximately 1800 people are diagnosed with ovarian cancer, and more than 1,000 die from the disease. Ovarian cancer has an extremely poor prognosis and has the lowest survival rate of any female cancer. In Australia, the overall five-year survival rate for people diagnosed with ovarian cancer is 49%. People impacted may experience

poor quality of life and outcomes and Ovarian Cancer Australia has a range of programs supporting them and their loved ones. The main programs include a helpline, the Teal Support Program, psychosocial services, support groups and information resources. Outside of these programs OCA works closely with government to advocate for better treatment and research.

The Grant Manager plays an important role in securing funding for OCA's support programs and works closely with the Advocacy Team to develop proposals for the federal government and state governments. The Grants Officer, through contribution to income generation, has a direct impact on OCA's ability to fund ongoing programs and support for those affected by ovarian cancer.

Key Responsibilities

Coordinate and prepare OCA's grant applications including:

- Monitor and identify new and existing funding opportunities.
- Source, research and prepare information from a variety of sources.
- Project-manage the inputs from various staff and partners.
- Write and edit submissions.
- Submit and track progress

Submission development

- Prepare and deliver high quality presentations to prospective foundation decision makers.
- Coordinate, research, author and submit high quality grant submissions on time and within established selection criteria and timelines.
- Identify opportunities and write applications for the OCA team to have external endorsement through awards I.e. Industry awards, Government awards dd some

System and report development

- Establish an effective system by which to maintain accurate and up-to-date information on all applications, projects and donors. This will include:
 - a) Maintenance of the OCA project pipeline.
 - b) Funding proposal development from prospect identification through to acquittal reporting.
- Internal reporting on funding applications, success rates and projected income as required.

Coordinate project development

- Work with all areas of OCA to ensure the timely development of supporting and detailed information for the progression of project submissions consistent with OCA's Strategic Plan and vision.
- Ensure that program teams understand and adhere to grant agreements to ensure the objectives of the grant are being met.

Prospect research

- Identify and research new grant opportunities, maintaining a consistent level of prospecting and pipeline activity.

General

- Contribute to the development of Ovarian Cancer Australia strategy and planning.
- Develop and maintain external relationships with trusts and foundations and other external stakeholders.
- Maintain good internal relationships with all OCA business areas to enable effective gathering of the details necessary for project and budget development.
- Contribute to the culture of decision-making including cooperation, collaboration and shared accountability.
- Contribute to evaluation and data collection as relevant to areas of responsibility and provide information for routine and ad hoc reporting purposes.
- Assist with fundraising and development records management using Salesforce.
- Other duties as directed including supporting the fundraising team at key events.

Experience, Skills and Qualifications

- At least 3-5 years' experience preparing funding proposals.
- Strong understanding of the not-for-profit sector.
- Extensive experience in health grant writing.
- Strong track record of growing revenue through grants and other funding sources.
- Ability to manage external agencies, suppliers and work with other internal teams including support, advocacy and fundraising teams.
- High level organisational and time management skills including the ability to manage workflows and balance competing priorities to meet deadlines.
- Highly developed written, interpersonal and verbal communications skills.
- High level of initiative and ability to work independently and as part of a team.
- Decisive and quick problem solver, offering solutions.

Attributes

- Commitment to the mission and values of Ovarian Cancer Australia.
- Positive, collaborative and 'can do' approach.
- Inclusive and supportive.
- Resilient and actively conscious of self-care given the nature of OCA's purpose and the potential interactions with those affected by ovarian cancer.

Mandatory Requirements

- Proof of eligibility to work in Australia.