

Position Description

Position Title	Grant and Fundraising Coordinator
Reports to	Chief Executive Officer
Primary location	Mixed (remote/on-site) – must reside in the southwest of WA
Award	<u>Social and Community Services (Western Australian) Interim Award 2025</u>
Role	Community Services Worker L5
Salary range	\$89,449 - \$93,214 pro-rata
Employment type	Contract, part-time This is a part-time fixed-term position for 30 hours per week for 12 months with the possibility of continuation.

Position Overview

The role of Grant and Fundraising Coordinator, reporting to the Chief Executive Officer of Mind-Ed.

Mind-Ed is funded by grants and donations from government departments, philanthropic trusts, charities and community businesses and clubs. These sources of funding are essential to the continuing success of the organisation.

The Grant and Fundraising Coordinator, for Mind-Ed is responsible for increasing and enhancing the range of opportunities for the Augusta Margaret River community, and more widely, to financially support the work of Mind-Ed including the development, delivery and review of effective corporate and community fundraising strategies and securing grant funding to build income. In addition, the coordinator will be responsible for monitoring progress and resource allocation against the objectives and criteria specified by funding sources and reporting.

The position plays an important role in ensuring that Mind-Ed can sustainably grow its impact through the involvement and education of the local community.

Our Mission	Our Vision	Our Purpose
To champion mental health and wellbeing in the Augusta Margaret River region by connecting the community to trusted support, empowering individuals through early intervention and preventative education, strengthening local networks through advocacy and collaborative action.	To be widely recognised as the region's go-to hub for mental health advocacy, wellbeing education, and community connection. Making it easier for individuals, families and organisations to know where to turn, what's available, and how to access meaningful support.	To serve as the trusted voice and central connector for mental health and community wellbeing. Fostering a more resilient, compassionate region where people feel supported, stigma is reduced, and access to help is clear and approachable.

Key functions and duties

Key functions	Specific duties	% Time
Grants and Fundraising	Lead the development and submission of high-quality grant applications and tender submissions in collaboration with internal teams. Manage the full life-cycle of key partnerships and major corporate supporters, from prospect research and proposal development to securing commitments and providing long-term stewardship. Implementation of the Long-Term Financial strategy, focusing on fundraising and sustainability. Coordinate internal contributions for grant applications and reporting.	60%
Operations	Maintain the annual budget, supporting the CEO to oversee financial reporting including tracking cost allocation against grants and obligations monthly. Build and maintain efficient internal systems and processes that support best practice in partnership management and engagement. Maintain a comprehensive grants pipeline, tracking deadlines, eligibility, and reporting requirements. Collaborate with the Communications and Volunteer coordinators to deliver high-impact engagement opportunities for corporate partners and supporters, within agreed budgets Support the CEO in operational and administrative management of the organisation as directed. Actively contribute as a collaborative and engaged member of the Mind-Ed team, supporting shared goals, and fostering a positive relationship-driven culture	40%

General

- Work in accordance with the Equal Opportunity and Anti-discrimination legislation, procedures & principles.
- Work in accordance with the Work Health and Safety legislation, procedures, and principles.
- Adhere to Mind-Ed's Code of Conduct, policies, and procedures as amended from time to time.
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

Extent of Authority

The extent of authority for this role includes:

- Exercising a degree of autonomy
- Controlling projects and/or programs
- Establishing priorities and monitoring workflow in areas of responsibility;
- Finding solutions to problems in documented techniques, precedents and guidelines or instructions. Support provided by CEO or others as needed.

Relationships

Responsible to:

- Chief Executive Officer - Mind-Ed

Responsible for:

- Delivering on key functions and duties
- Knowledge of the organisation policies and activities
- Knowledge of the organisation's role and functions
- Provision of specialist/technical advice and services

Internal Stakeholders:

- Chief Executive Officer
- Communications Coordinator
- Volunteer Coordinator
- Mind-Ed volunteers
- Mind-Ed Board
- Professional Liaison Team
- Other contracted Mind-Ed employees

External Stakeholders:

- The community of Augusta Margaret River
- Philanthropists
- Foundations
- Trusts
- Federal/State/Local governments
- Corporate sponsors
- Major Donors
- Local businesses
- Community groups and community clubs

Position Selection Criteria

Position essentials
Relevant degree with relevant experience, or, Associate diploma and substantial experience, or, Qualifications in more than one discipline with specialist skills sufficient to perform the role.
At least 3+ years of experience in corporate partnerships, grant coordination, philanthropic or corporate fundraising sector.
Demonstrated results in fundraising, grant writing, donor acquisition and/or tendering.
Experience in financial management and reporting.
A self-motivated individual who excels in close-knit, collaborative team environments.
Excellent presentation, communication and pitching skills
Proficiency in Microsoft products, including SharePoint, Outlook, Excel and Word.
Position desirables
Working knowledge of Work Health and Safety legislative requirements.
Completed mental health training (such as: MHFAT, ASIST, safeTALK, NSSI, Accidental Counsellor, GateKeeper, ASK, etc.).
Ability to understand and apply legislation, policies and procedures, including the ability to identify issues and solve problems.
Familiarity with impact monitoring, evaluation and learning frameworks for philanthropy (narrative assessment, impact measurement, reporting back and demonstrating impact).

Appointment pre-requisites

Right to work in Australia
Successful Criminal Records Screening Clearance.