

Position Description

Position Title:	Grants Officer
Department:	Fundraising & Engagement
Reporting to:	Executive Manager Fundraising & Engagement
Location:	Head Office, 25 Barbara Street, Fairfield NSW 2165; and locations in the Fairfield LGA and Greater Western Sydney
Classification:	Negotiated rate
Salary:	\$100K-110K pro rata plus 12% superannuation and benefits
Benefits:	▪ Generous salary packaging, up to \$18.5K per annum ▪ 17.5% Leave Loading ▪ Two Gifted Days per annum, pro rata ▪ Employee Assistance Program (free counseling and mental health support) ▪ Discounts and Perks ▪ Career Development & Training ▪ Discounted Childcare services - 40% discount on out-of-pocket fees
Employment type:	Part-time (0.6 FTE) Hybrid

About Fair Foundations

Born from the heart of the Fairfield community in 1973, Fair Foundations was founded by the people, for the people. Established by a group of volunteers who saw the urgent need to support migrants and refugees facing social isolation and disadvantage, we became a safe landing for our community, building trust through understanding and care. Today, we continue this work across Greater Western Sydney as a place-based organisation driving equity and community-led change, delivering programs that bridge language and cultural barriers, enable social inclusion, and empower the community to create solutions together.

Guided by our love for humanity and social justice, we work to disrupt the cycle of disadvantage and help people find their place and forge a fair future.

Our Purpose: We help people find their place and forge a fair future.

Our Mission: Creating strong communities and fulfilling lives by disrupting the cycle of disadvantage in Fairfield and Greater Western Sydney.

Our Vision: Empowered, inclusive, resilient, multicultural communities.

Our Values:

- **Grit:** We stay dedicated to supporting our communities in achieving their goals and aspirations.
- **Love:** Love for humanity is at the heart of everything we do, treating every person with kindness, empathy, and respect.
- **Excellence:** We are continuously improving to achieve outstanding outcomes and impact for our communities.
- **Equity:** We ensure that every person has the support and resources they need to build a fulfilling life.
- **Integrity:** In everything we do, we are accountable, we are honest, we are responsible.

Primary Purpose of the Position

Reporting to the Executive Manager Fundraising & Engagement (EMFE), the Grants Officer is responsible for identifying, securing, and managing grant funding opportunities to support the strategic priorities of Fair Foundations.

The role leads the end-to-end grants lifecycle from research, working with the Evidence & Impact Lead (EIL), and application through to reporting and acquittal while working collaboratively with internal stakeholders to develop compelling, high-quality submissions. The Grants Officer also contributes to strengthening systems, processes, and relationships to maximise sustainable funding outcomes.

Main Duties and Responsibilities

Grant Strategy & Pipeline Management

- Identify, research, and prioritise funding opportunities across government, trusts & foundations, and philanthropic sources aligned with organisational priorities.
- Manage and maintain an active grants pipeline, including timelines, submissions, and reporting requirements.
- Track, analyse, and report on grant activity, success rates, and funding outcomes to inform continuous improvement.
- Maintain accurate and up-to-date records in CRM systems (e.g. SharePoint, D365, GEMS or similar platforms).
- Contribute to the development of standard templates, tools, and processes to improve efficiency and consistency.

Grant Development & Delivery

- Lead the development and submission of high-quality grant applications, proposals, expressions of interest, presentations, and reports.
- Translate program objectives, outcomes, and impact into compelling funding narratives.
- Collaborate with program staff, EIL, EMFE, COO and CEO to develop accurate budgets and supporting documentation.
- Ensure all submissions meet funder guidelines, compliance requirements, and organisational standards.

Grant Management & Compliance

- Coordinate the full grant lifecycle from submission through to delivery, reporting, and acquittal.
- Ensure timely and accurate reporting to funders, including narrative and financial acquittals.
- Monitor grant compliance requirements and maintain supporting documentation.
- Work closely with internal stakeholders to ensure funded projects meet agreed deliverables and outcomes.

Stakeholder Engagement

- Build and maintain strong relationships with internal teams, funding bodies, and key partners.
- Support engagement with trusts, foundations, and institutional donors to strengthen funding opportunities.
- Collaborate with leadership to ensure alignment between funding opportunities and strategic priorities.

Work Health and Safety (WHS)

- Take all reasonable and practical steps to ensure the safety, health and welfare of oneself and all staff and clients in accordance with applicable legislation and relevant Fair Foundations' policies, procedures and guidelines.
- Ensure that all team members are aware of and understand their responsibilities in relation to

Fair Foundations' WHS; Bullying; and Sexual Harassment policies and procedures.

- Intervene wherever unsafe work practices are observed and reports issues to the HCPS as soon as practicable.
- In the event of a workplace accident, ensure that accident/injury reports are completed within a specified timeframe, ideally 24 hours.

Professional Responsibilities

- Demonstrate a commitment and adherence to the organisation's Code of Conduct, Purpose, Mission, and Vision, and uphold the reputation of the organisation at all times by modelling a professionalism that is consistent with organisational values.
- Adhere to the Fundraising Institute Australia (FIA) Code of Conduct and ethical fundraising principles.
- Demonstrate a commitment to professional development, participate in and support the team in staff supervision, development and learning opportunities.
- Communicate clearly and maintain professionalism with clients, staff, families, and community members always.
- Is non-judgmental, sensitive and understanding towards others, and acknowledges and respects the differences in personal belief and values.
- Undertake other duties consistent with the position when required and/or requested by the CEO/COO/EMFE.

Qualifications, Experience and Skills

Essential Criteria

- Relevant qualification or experience in communications, fundraising, social sciences, or related field.
- Demonstrated experience in grant writing and securing funding from government, trusts & foundations, or philanthropic sources.
- Strong understanding of the Australian philanthropic and funding landscape.
- Knowledge of grant compliance and reporting requirements.
- Experience managing multiple projects and deadlines concurrently.
- Completion of the Fundraising Institute Australia (FIA) Code of Conduct (or willingness to obtain upon commencement).
- Current NDIS Worker Screening Check and Working with Children Check (or willingness to obtain prior to commencement).

Knowledge, Skills and Attributes

- Exceptional written and verbal communication skills, with the ability to craft clear, persuasive funding applications.
- Strong research and analytical skills, with the ability to identify and assess funding opportunities.
- Proven ability to manage the full grant lifecycle, including reporting and acquittals.
- High level of organisation, attention to detail, and time management.
- Strong project management skills with the ability to coordinate inputs from multiple stakeholders.
- Experience working with CRM or grant management systems (e.g. D365, Strategic Grants, Grants Hub or similar).
- Ability to work both independently and collaboratively in a dynamic team environment.
- Strong interpersonal skills with the ability to build and maintain effective relationships.
- Proficiency in Microsoft Office Suite and Microsoft 365 tools, including Word, Excel, PowerPoint, SharePoint, and OneDrive.
- Initiative, adaptability, and a proactive approach to continuous improvement.

Key Relationships

Works under the supervision of the EMFE and maintains appropriate, effective relationships with:

- External stakeholders e.g. Funding bodies and various Grant platform stakeholders.
- Relevant internal stakeholders

Extent of Authority

Within the guidelines of this Position Description:

- Will have freedom to act within established guidelines and instructions from the EMFE to contribute to attaining Fair Foundations goals.
- Solutions to problems may require the exercise of judgment, with guidance to be found in policies, procedures, and guidelines. Assistance will be available as required.

Working Conditions

Working conditions are as per employment contract.

- At Fair Foundations, the safety and wellbeing of every child is a shared responsibility we carry with care and purpose. We are committed to creating work environments where children and young people feel safe, respected, and heard.

This commitment is embedded across all areas of our organisation, from leadership and policies to the everyday interactions we have with children, young people, and their families. It applies to everyone involved in our work, including staff, volunteers, students, contractors, families and members of the wider community.

- All employees must adhere to and act in accordance with all Fair Foundations policies, procedures and guidelines including but not limited to the Fair Foundations:
 - Code of Conduct
 - Work Health and Safety
 - Sexual Harassment and Victimisation
 - Bullying
 - Child Protection
 - Privacy and Confidentiality
 - Professional Boundaries
 - Feedback and Complaints
 - On-line Access to Cyber Safety
 - Hybrid Work