



## Position Description

# Grants and Communication Lead

### Reports to

- Chief Operating Officer

### Direct Reports:

- None

### Salary:

- SCHADS Level 4, depending on background and experience

### Special Provisions:

- Willingness to travel to remote communities (by light aircraft or 4WD).
- Ability to obtain and maintain NDIS Worker Screening clearance.
- Willingness to adhere to MJDF's and/or Government mandated vaccination policies and provide proof of compliance.
- Ability to obtain and maintain an NT class C manual drivers' license.

### Summary of the Position:

The Grants and Communication Lead is a member of an integrated team and has overall responsibility for managing the MJDF's funding and income generation portfolio, Communications (internal and external) and Branding.

### Responsibilities:

#### Fundraising and Income Generation Portfolio

- Support the CEO with the development and maintenance of key Fundraising & Income Generation resources.
- Administer the MJDF's grants portfolio, including managing applications and acquittals for government, philanthropic and corporate grants.
- Collaborate with MJDF staff to scope and develop high quality content for funding applications for key programs and projects.
- Support the CEO with stakeholder relationship management with key funding organisations.
- Maintain MJDF's grants register and identify funding opportunities that align with the organisation's goals and objectives.
- Organise fundraising events, Corporate Matched Giving programs and crowdfunding platforms, including identifying new opportunities and associated platforms.
- Support the CEO with implementation of the MJDF's Fundraising and Income Generation Strategy as required.

#### Communications and design

- Manage document design, drafting, proofing, and editing for corporate and educational collateral in collaboration with relevant stakeholders.
- Maintain MJDF website and social media content and design.

- Implement MJDF's (Social) Media Strategy and develop associated operational plans.
- Ensure effective internal communication and maintenance of positive working relationships between various teams and stakeholders.
- Coordinate the development of the Annual Report and other publications as required.
- Maintain MJDF branding and style guide.

### **Selection Criteria:**

#### Essential

- Tertiary qualifications in Business Administration, Fundraising and Grant Management, or Communications and Design, or an equivalent combination of relevant experience and/or training.
- At least 3 years' experience writing and managing grant applications.
- Exceptional time management skills with the ability to quickly prioritise, create and maintain workplans and meet deadlines.
- Highly developed ability to communicate effectively with a range of audiences including diverse cultures: excellent persuasive writing and verbal communication skills with the ability to translate complex information into plain language.
- Proven ability in Project Management: coordinating, organising, critical thinking and problem-solving skills.
- Strong IT skills, particularly with the Microsoft Office suite, with the ability to quickly learn new systems and software.
- Demonstrated experience building and maintaining strong and collaborative partnerships with a variety of stakeholders.
- Experience understanding budgets/financial reports.
- Intrinsic motivation: proven ability to be self-driven, creative and take initiative.
- A commitment to person and family centred practice and working within the MJD Foundation 'Our Way' approach.

#### Desirable

- Experience working in health and/or disability.
- Knowledge and understanding of Aboriginal and Torres Strait Islander people and their communities and cultures from an historical and contemporary perspective.