

Position Description:

Partnerships & Grants Manager



Responsible to: AYCC Fundraising Director, Stef Roberts-Thomson

Key relationships: Fundraising team, AYCC staff team, granting bodies, partners, donors

Location: Melbourne preferred but flexible for the right candidate

Employment Basis: Full-time permanent position

Hours: 38 hours per week

Remuneration: \$53,543-\$60,000 depending on experience, plus 11% super

Start date: As soon as possible, ideally May 2021

The AYCC is a youth-led organisation with an exemption from the Anti-Discrimination Act - we seek applications only from people under the age of 30. **Aboriginal and Torres Strait Islander young people, young people of colour, people with disability & LGBTIQ+ young people are strongly encouraged to apply. We value passion, talent and lived experiences, over formal qualifications.**

About the role

We're looking for an ambitious young leader with experience in fundraising, communications and relationship management to lead core parts of our fundraising strategy. As the Partnerships & Grants Manager at AYCC, you will drive the continued success and growth of the partnerships and grants fundraising streams. You will build and strengthen new and existing relationships with partners and granting bodies, create proposals, write applications and acquittals, and oversee deliverables. As part of the fundraising team, you will contribute to broader fundraising moments, and help raise the critical funds needed to build the power of the youth climate justice movement.

About the AYCC

The AYCC is a non-profit, non-partisan organisation building a movement of young people to protect our future from climate change. We are Australia's largest youth-led organisation and one of the most effective organisations dedicated to tackling climate change, with thousands of volunteers and supporters across the continent. We have three major areas within AYCC:

- **Campaigns to solve the climate crisis:** we run strategic campaigns to make sure Australia moves from fossil fuels to renewable energy as quickly as possible while putting justice at the centre. Our campaigns include:
 - Taking on the dangerous gas industry's proposed expansion, focusing on their social license and access to public funding
 - Advocating for clean jobs that address climate change, ending the "jobs vs. environment" narrative

- Supporting Seed Mob and First Nations campaigns to Protect Country in the Northern Territory from dangerous fracking by companies like Origin Energy
- **Training, community organising & leadership programs** - providing a diverse range of opportunities - online, locally and nationally - for young people to build the skills and connections to make an impact. We build the collective power of young people through information, skills, inspiration and support they need to lead campaigns in their community.
- **Switched on Schools** - each year we educate, inspire and empower tens of thousands of high school students to create change. We do this through in-school programs, training opportunities, and engaging students in our campaigns.

Your key responsibilities include:

1. **Contribute to fundraising strategy:** Research the funding landscape for partnerships and grants; work with the Fundraising Director to create and implement strategies for partnerships and grants that are strategically beneficial for AYCC
2. **Develop new and existing partnerships:** Research potential community and corporate partners, build and strengthen relationships, create and negotiate strategic and mutually beneficial proposals, develop pitches, write reports, and oversee deliverables
3. **Write and acquit grants:** Research new grant opportunities, build relationships with granting bodies, write pitches and acquittals, oversee deliverables, write regular reports
4. **Build networks to raise the profile of AYCC:** attend and occasionally host events throughout the year; increase AYCC's brand recognition
5. **Support the fundraising team:** collaborate on all-in projects, like the annual peer-to-peer fundraiser

Your core skills and attributes

We're a youth organisation, so we don't expect you to be an expert at everything. We're not looking for someone with any particular qualifications or educational background. If you fit a few, but not all of the below attributes, we encourage you to apply!

- You're passionate about climate justice and the power of young people
- You're a strong, persuasive communicator, both verbally and in writing
- You have experience in fundraising and managing external relationships
- You have managed competing priorities to strict deadlines while keeping a cool head
- You're adaptable, a fast learner, and thrive working with a high degree of autonomy and accountability in a small team
- You are able to maintain big-picture strategic thinking while keeping an eye on the detail
- You're ambitious and strive to have the most impact possible, prioritising our shared purpose
- You're self-aware and value giving and receiving feedback
- You have, or are willing to apply for a Working With Children Check or state equivalent
- *It would be a bonus if you have experience in fundraising strategy, grants, partnerships, or pitch-writing and delivery*

If the idea of being in a fast-paced organisation leading strategic campaigns to keep fossil fuels in the ground and grow an unstoppable youth movement inspires you, then you should apply!

Travel and hours

You may be required to travel to perform the duties of the position without any additional remuneration. Your travel expenses will be covered. The role also requires occasional work outside of regular office hours in order to meet with donors, partners, or other stakeholders.

How to apply

Candidates should submit via email:

- A **resume of no more than 2 pages**
- A **cover letter of no more than 2 pages** addressing the **core skills and attributes**

Applications should be addressed to AYCC Fundraising Director, Stef Roberts-Thomson at application@aycc.org.au using the subject line '*Application - Grants & Partnerships Manager*'.

For any questions regarding this position, contact Stef at stef@aycc.org.au or 0408 389 985.

APPLICATIONS CLOSE: 5pm, Wednesday 5 May 2021