



Grants Writer	
Position Details	
Job Title: Grants Writer	Reporting to: Senior Grants Writer
Job Classification: Individual contract	Direct reports: Nil
Location: Earlwood, Sydney	Employment status: Casual (up to 38 hours per fortnight)
Key relationships: Senior Grants Writer, Partnerships Manager, Program Coordinator, Residential Services Manager, various donors / funders	

Vision, Mission and Values

Vision

End Youth Homelessness in Australia.

Mission

Stepping Stone House provides a safe place for children and young people at risk or experiencing homelessness so they can begin to heal, build resilience, create connections and become the very best they can be. In the 32 years since its establishment, SSH has made a difference in the lives of over 500 young people.

Values

The Stepping Stone House values are:

- FUN
- Allyship
- Connection
- Creativity
- Trustworthiness
- Self-Determination

Purpose of the Position

Reporting to the Senior Grants Writer, the Grants Writer plays a key role in applying for and securing funds through grants for Stepping Stone House. As Stepping Stone House is a for purpose charity, we rely heavily on funding through grants as well as various fundraising events and donations. The purpose of the Grants Writer position is to secure grants income through research and authoring grant proposals for projects within Stepping Stone House. The Grants Writer will also be expected to provide relevant acquittal reports for successful grants, form and/or maintain relations with new and known funding organisations, as well as work cohesively and collaboratively within a tight Grants Writing team.

Job Responsibilities	
Key Result Area	Performance measures
1. Grants writing for Stepping Stone House	
Submitting quality grant proposals	<ul style="list-style-type: none"> - Utilise a grants calendar to select appropriate grants that provide the best chance for approval - Research funding organisations to ensure effective grant proposals; including thorough scrutiny of funding criteria, grant eligibility and previously funded projects, as well as the ability to effectively match a Stepping Stone House project with the funding organisation in a way that addresses their company values and meets individual funder needs - Author succinct and professional grant proposals that align with the values and projects of Stepping Stone House
2. Relations	
Maintaining relations with funders	<ul style="list-style-type: none"> - Maintain and improve relations with previous funders through emails, phone calls, in-person meetings and various Stepping Stone House donor events. - Provide accurate and timely acquittal reports and evaluations to funders for successful grant proposals - Proactively forge relations with potential funders for upcoming grants. - Maintain professional and respectful behaviour consistent with the Stepping Stone House values and consistent with building trusting respected working relationships with stakeholders
3. Team Collaboration	
Working as part of a tight Grants Writing team	<ul style="list-style-type: none"> - Weekly meetings with Grants and Partnerships team to discuss upcoming grants via phone or in-person as required - Working collaboratively with the Stepping Stone House operations team and other Stepping Stone House Grants Writer(s) to ensure quality and consistency of grant submissions - Provide grant proposal drafts to Senior Grants Writer prior to submission and be open to constructive critique
Other duties	<ul style="list-style-type: none"> - Copywriting as required for CEO, Events Coordinator and Fundraising and Marketing team. - Becoming familiar with LinkedIn and increasing the Thought Leadership of Stepping Stone House - Researching alternate fundraising streams - Applying for awards and competitions - Become familiar with the Stepping Stone House core values and beliefs - Become familiar with the various Stepping Stone House potential projects and funding opportunities - Other responsibilities and tasks as they are required

Position Dimensions

Total staff: 0

Expenditure budget: n/a

Revenue Targets: \$500,000, revised annually

Knowledge, Qualifications, Experience & Person Specifications

Knowledge, Qualification & Experience:

- Demonstrated written communication skills; including grammar and spelling
- Demonstrated ability to work effectively in a team environment
- Proven decision-making skills
- Time-management skills and demonstrated ability to work to a deadline
- Creative and analytical thinker with the ability to manage multiple projects
- High level of administrative and organisational qualities with attention to detail
- Knowledge of Microsoft Office and Windows based computer applications
- Ability to write, edit, and review documents for internal and external audiences

Desirable but not essential

- Preference to grant writing experience, but not essential as extensive training will be included as part of this role
- Degree in a relevant field (e.g. Journalism, Social Work, Psychology, Arts, Business, Marketing, Communications, Social Sciences)

Person Specifications:

- Professionalism and a passion for working within the homelessness sector
- Ability to work efficiently and effectively under pressure with minimal supervision
- Honest and trustworthy
- Evidence of collaborative working style and ability to build good working relationships
- Adaptable
- A willingness to align with SSH vision, mission and values

Selection criteria

As per the Knowledge, Qualifications, Experience and Person Specifications detailed in previous section

Further Information

www.stepsingstonehouse.com.au provides further information