

## POSITION DESCRIPTION

### Grant Writer

**Period:** 1 year contract  
**Reports to:** Chief Development Director  
**Works closely with:** Program Team, especially cross expertise team  
**Direct Reports:** n/a  
**Location:** Good Return's Office in Sydney and/or from home  
**Level of effort:** 22.8 hours (3 days) per week. Hours are flexible Monday to Friday.  
**Award classification:** Award level 3

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#### Scope of position

The Grant Writer works with the Marketing and Fundraising team and the Program Team to identify and assess new funding opportunities, and lead the development of high quality submissions.

#### RESPONSIBILITIES

- Research funding opportunities from:
  - o International organisations e.g. UN, World Bank, ADB
  - o Private and Public Ancillary Funds
  - o Foundations and Trusts
  - o Corporates
  - o Other sources
- Prepare proposals and applications for funding
- Liaise with the M&F and Program teams to organise and sometimes lead a collaborative approach to proposal writing
- Maintain a tracking system/pipeline for funding applications
- Maintain the file storage organisation for International Funding folder
- Contribute to the development of standard responses, templates and structures that facilitate efficient management of the funding application process.
- Participate in Cross Expertise activities and meetings

#### SKILLS & ATTRIBUTES

##### Essential

- Excellent research skills
- Excellent written communication and interpersonal skills
- Creativity and a positive attitude and enthusiasm for the role.
- Initiative and flexibility and the ability to work independently
- Demonstrated organisational and time management skills
- Strong core PC skills including; word processing, spreadsheeting, google applications
- An interest in international development and social justice

**I have read and understood, and I accept this Position Description as part of my agreement with Good Return and I agree that I can fulfill its function to the standards outlined.**

**Signed:**

**Date:**        /        /

**Print name:**