

EMPLOYEE TERMS OF REFERENCE



POSITION TITLE: Grants & Communications Manager
AREA: Fundraising & Marketing
LOCATION: KTF Head Office, Balmain, Sydney (open to WFH)
TYPE / DURATION: Full time
REPORTING TO: Chief Executive Officer

ABOUT KTF:

KTF is an Australian international aid and development organisation working in Papua New Guinea (PNG).

We work with people and communities to improve the lives and futures of Papua New Guineans. We do this by: assisting remote and rural communities with access to elementary and primary [education](#); improving access to quality and accessible [healthcare](#); improved [equality](#) and safety for women and girls; and by fostering the next generation of [leaders](#).

KTF is a member of the Australian Council for International Development and is accredited with the Department of Foreign Affairs and Trade's Australian Not-for-Profit Cooperation Program.

Come and join the KTF family and enjoy working in a fast-paced, challenging environment with a great team in the heart of the coffee and café scene on Darling Street, Balmain. Negotiations available for work from home options.

ABOUT THE ROLE:

We are looking for a Grants & Communications Manager to join our KTF team at an exciting time of expansion for the organisation. The Grants & Communications Manager will work closely with the leadership team to manage KTF's portfolio of grants including government, philanthropy and corporate partnerships as well as KTF's communications and marketing activities. Grant management will involve new and ongoing funding and project proposals, grant management, and grant acquittals. The role will also work closely with the leadership team on the design and implementation of the Communications & Marketing strategy for the organisation including traditional and social media, donor recognition, regular newsletters and other opportunities for profile raising.

RESPONSIBILITIES:

The role will be responsible for:

Grants Management

- Managing KTF's current grants portfolio, including managing applications and acquittals for government, philanthropy and corporate grants and donations;
- Collaborate with KTF's program teams to scope and develop funding opportunities for programs that are a good match for our donors;
- Design and prepare high quality proposals for potential donors based on the plans developed with program teams;

- Work with the program teams to monitor performance of the programs against the plans at least on a quarterly basis (including assessing whether key milestones are achieved on time and expenditure levels are appropriate against the budget) and, where necessary, agree with the program team on any remedial action that is required to meet the plan;
- Maintain compliance with grant agreements including ensuring grant instalments are paid by donors on time;
- Ensure donor and grant maker reporting requirements are complied with, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness by:
 - Monitoring and maintain the program and donor reporting schedules and requirements;
 - Drafting timely, high quality, and impactful reports for donors that full capture program progress and impact;
 - Assembling all necessary supporting materials and documents including expenditure reports, outcome measurements, success stories, case studies etc.
- Seek both internal and external updates, information, news or current environmental, political or developmental challenges or advances that may impact our work in our program countries that can help keep the fundraising and broader team informed and support their fundraising and investor stewardship.

Communications Management

- Develop, implement and monitor KTF's Communications & Marketing Strategy;
- Promotion of Organisational Events, Projects, Impact and Stories via a range of communications' medium including video, imagery, stories and case studies;
- Website Content Development and Maintenance;
- Social Media Content Development and Maintenance;
- EDM Content Development and Publication.

YOUR SKILLS & ATTRIBUTES:

The ideal candidate will have:

- excellent organisational skills;
- exceptional writing skills and the ability to craft compelling applications and proposals;
- excellent communication skills;
- strong organisational skills, including the ability to manage complex detail and multiple projects, priorities and relationships;
- demonstrated experience writing winning grant applications, funding proposals, commercial tenders, or similar;
- strong capability with the use of Microsoft office;
- the ability to coordinate several tasks at a time;
- the ability to work in a fast paced, productive working environment;
- highly organised and ability to prioritise effectively;
- ability to work independently, as well as part of a team;
- a degree in a relevant field (International Development, Marketing, or similar);
- at least 4 years' experience working for an NGO or similar role;
- a can-do attitude with fantastic problem-solving skills.

Applicants must have the right to work in Australia. The role is open to applicants based in Sydney who will work from our Sydney office (pending COVID-19 restrictions); or we will consider applicants from other parts of Australia who have the ability to work from home (we currently have WFH arrangements in QLD, VIC and SA).

KTF is strongly committed to its duty of care for children as reflected in our Child Protection Policy and Child Protection Code of Conduct which promote the protection and safety of children. KTF's policy and code establishes internal measures to prevent and respond to child abuse and exploitation in its programs and operations across PNG.

KTF aims to integrate disability inclusion into all aspects of its programs as we strive to reach those marginalised by location, health, ability and gender.

KTF has a zero tolerance stance toward sexual exploitation and abuse of all forms. KTF's policies covers this as well as the team's shared responsibility on behaviour; reporting mechanisms and victim safety. KTF seeks to make the workplace free from all forms of harassment and discrimination. KTF is an Equal Opportunity Employer.

KTF adheres to its organisational Codes of Conduct and organisational Values as well as the ACFID Code of Conduct and the PSEAH Policy as outlined by DFAT.

All appointments are subject to appropriate background checks and screening and the successful candidate will be required to get a Working With Children check and/or a Police Certificate. We promote diversity and equality in all our practices.

To apply, please send your resume with cover letter to Genevieve Nelson via email: admin@kokodatrackfoundation.org

Please contact KTF should you have any questions about this role: 02 8789 0767.