
Position title	Grants & Donor Stewardship Coordinator
Reports to	Head of Fundraising and Communications
Direct reports	Nil
Last updated	May 2026

The Organisation

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit organisation which provides volunteer plastic and reconstructive surgery & rehabilitation services together with capacity building activities to developing communities in the Asia Pacific region. Interplast works to improve the lives of people living with disability as a result of congenital and acquired medical conditions, including cleft lip and palate and burn scar contractures.

Interplast works in close partnership with local hospitals, universities, governments and civil society organisations to strengthen health systems and build sustainable surgical and rehabilitation capacity. Interplast is a signatory to the Australian Council for International Development (ACFID) Code of Conduct and is an accredited non-government organisation with the Australian Department of Foreign Affairs and Trade (DFAT).

Organisational values

- Commitment to equity and access to safe surgery and rehabilitation
- Respect for diversity and inclusive practice
- Integrity, accountability and transparency
- Partnership and collaboration

The position summary

Reporting to the Head of Fundraising and Communications, the Grants & Donor Stewardship Coordinator is primarily responsible for processes related to institutional funding, including identifying appropriate funding opportunities, the development and writing of grant applications, and reporting for institutional funders. The Grants & Donor Stewardship Coordinator will also have responsibilities in implementing broader fundraising administrative support and donor engagement activities.

Included duties are:

- Researching potential grant opportunities, grant writing and reporting
- Donor engagement and communication
- Documentation and processes
- Provide administrative support to the Fundraising team

The grants officer is a member of the Fundraising, Marketing and Communications (FMC) team, and will also work closely with the Programs team and facilitate the necessary collaboration for grant proposal writing, reporting and ongoing donor engagement.

The key responsibilities

The Grants & Donor Stewardship Coordinator fulfils the following key responsibilities.

This list is indicative and not exhaustive

Grant research, writing and reporting

- Research, identify and make recommendations for funding opportunities that arise in line with Interplast's Strategic Plan;
- Collaborate with Fundraising and Programs teams for integrated and coordinated approaches to funding opportunities, including priorities for funding;
- Develop grant applications and funding proposals, including presentations, project reports, and project budgets as required, ensuring clarity, timeliness, and compliance with grant guidelines;
- Coordinate timely reporting and other relevant submissions for successful grant applications and donor engagement, including coordinating respective responsibilities of Programs, FMC and Finance teams;
- Implement the end-to-end grant management process, from identification of opportunities, drafting of submissions through to final reporting, where appropriate;
- Write clear, concise, and persuasive proposal narratives that highlight Interplast's capabilities, experience and unique value proposition.

Donor engagement and communication

- Manage day-to-day operations of SmartyGrants and other grant-making platforms;
- Research opportunities and execute strategies to engage Rotary Clubs, Rotary Members and Rotary-affiliated entities
- Liaise and communicate with Interplast donors and/or supporters, particularly for government, institutional funders, trusts and foundations, as required;
- Review promotional material related to the contributions of Interplast donors and/or supporters, particularly for government, institutional funders, trusts and foundations;
- Support the Communications Officer in producing communications and promotional material to support broader fundraising;
- Respond in a timely and professional manner to enquiries from current and prospective supporters, providing information and materials as required.

Documentation and processes

- Manage the grant tracking system/pipeline for all funding applications to ensure accuracy, compliance and timeliness;
- Update organisational procedures for use of the database to increase efficiency and enhance performance;
- Oversee day-to-day updating and management of databases for prospective donors, grant applications, donor engagement and reporting;
- Develop templates, structures and processes to facilitate efficient management of grant applications, donor engagement and other fundraising processes;

- Provide regular copy and other relevant information to the FMC team to promote these partnerships, awareness and opportunities through Interplast's social media channels;
- Provide regular written reports on grants submitted, outcomes, and lessons learnt in order build organisational knowledge;
- Ensure accuracy of donor data entered in Interplast's database and that appropriate receipting and acknowledgements are executed;
- Assist with the management of fundraising and communications platforms (Raisely, Grassrootz, Zapier, Mailchimp).

Administration support

- Complete data entry, collation, analysis and support management of donor database;
- Research and map existing and potential stakeholders and donors
- Provide logistical and administrative support for any fundraising events and initiatives;
- Contribute to the preparation of Fundraising Board Reports;
- Provide administrative support to members of the Fundraising, team, and other ad hoc tasks, as required

Key performance indicators

A clear set of mutually agreed key performance indicators and success measures will be created. In addition to these, performance will be judged by, but not limited to:

- Reliability and consistency of performance
- Effective and efficient management of all stakeholders
- Contribution to an effective and collegial team environment
- Quality of outputs and contribution to Interplast's broader strategic objectives
- Total income raised by the organisation, by the Fundraising Team and other key members of staff including the CEO

Selection criteria

Essential

- Tertiary qualifications or degree in relevant field (e.g., Journalism, Arts, English, Marketing, Communications, Social Sciences, or Writing) or demonstrated relevant experience;
- Demonstrated success in securing grant funding
 - Proven track record in identifying, developing and securing funding from institutional donors, trusts, foundations or government sources, including end-to-end ownership of grant applications from opportunity identification to submission and reporting.
- High-quality proposal and case for support development
 - Demonstrated ability to write clear, compelling and persuasive funding proposals, including articulating program impact, organisational capability and value proposition to secure donor investment.

- Fundraising pipeline development and opportunity management
 - Proven experience in building and managing a pipeline of funding opportunities, including researching prospects, prioritising opportunities, and tracking applications to maximise funding outcomes.
- Donor relationship management and stewardship
 - Demonstrated ability to build and maintain effective relationships with donors and supporters (e.g. institutional funders, Rotary, trusts and foundations), including communications, donor reporting, and engagement strategies that support repeat or sustained funding
- Cross-Functional Collaboration to Secure Funding
 - Proven experience working collaboratively with program, finance and communications teams to develop competitive funding proposals, including budgets, program design inputs and reporting contributions.
- Sound understanding of successful grant writing for the not-for-profit sector;
- Demonstrated experience in budget writing for large proposals;
- At least 1 years' experience relevant to the position.

Desirable

- Experience with the Rotary environment
 - Demonstrated ability to research, identify and cultivate opportunities through Rotary networks, including developing and implementing strategies to engage Rotary Clubs, Rotary members and Rotary-affiliated entities to secure financial or in-kind support.
- Knowledge of DFAT and ACFID standards and compliance requirements

Behaviours & personal qualities

- Demonstrate Interplast's values of integrity, respect and collaboration
- Proven capability to work positively and with a collaborative mindset as part of a small, multi-disciplinary team; and to accommodate and work well with different working styles;
- Demonstrated ability to work independently and show resourcefulness and initiative, with the ability to organise, schedule and plan, and to meet rigid and conflicting demands and deadlines, along with ability to adapt to changed priorities.
- Strong attention to detail and quality
- Proactive and solutions-focused
- Culturally sensitive and respectful
- Comply with Interplast's Work, Health and Safety policies and procedures and actively contribute to providing a safe working environment for all personnel
- Comply with all other Interplast's policies

Safeguarding and child protection (DFAT compliant)

Interplast is committed to the prevention of sexual exploitation, abuse and harassment (PSEAH) and to safeguarding children and vulnerable people.

All personnel are required to:

- Comply with Interplast’s Child Safeguarding Policy, Code of Conduct and all related safeguarding policies and procedures
- Undertake mandatory safeguarding training and uphold safeguarding responsibilities in all work contexts
- Promote a culture of safety and accountability by actively identifying and managing safeguarding risks in program design and delivery
- Report any safeguarding concerns or incidents in accordance with Interplast procedure
- Interplast maintains zero tolerance for breaches of safeguarding policies. Any breaches may result in disciplinary action, including termination of employment.

Employment terms and conditions

Employment type	Ongoing, subject to funding and performance
Hours	4-5 days per week
Salary	To be negotiated with the successful candidate dependent on experience
Location	Melbourne office based with hybrid working options available
Additional information	<p>Full entitlements and employment conditions are set out in the Interplast Employment Contract and Human Resources Manual.</p> <p>Appointment will be subject to satisfactory reference checks, national police check, working with children checks and signing of Interplast’s Child Protection Code of Conduct and Child Safe Declaration prior to commencement</p> <p>Applicants must have the lawful right to work in Australia.</p>

The declaration

I have read, understood, and accept the position description.

Position holder

Name _____ Date _____

Signature _____