

Grants and Community Impact Manager

Position Description 2026

- **Pay:** SCHADS Level 6
- **Hours:** 22.8hrs or 3 days/wk

Core purpose

Lead the organisation's grant-making, grant fundraising, and impact functions through strategic stakeholder engagement, partnership development, grants leadership, and impact evaluation.

Key functional areas

Strategic Contribution

- Contribute to organisational strategy development across engagement, partnerships, fundraising and impact initiatives
- Work cross-functionally to integrate community perspectives into organisational work
- Provide insights on trends in community development, granting, and social impact

Partnerships & External Engagement

- Build and maintain relationships with philanthropic stakeholders and community organisations
- Represent the organisation in external forums and networks
- Facilitate strategic relationships between communities, grantees, philanthropic stakeholders and funding partners
- Seek opportunities for events and other engagement activities

Grant-making & Fundraising

Grant-making

- Build and maintain active relationships with Grants Program grantees, Philanthropic Donors and community partners and organise opportunities for connection, engagement and promotion
- Lead the design, delivery and continuous improvement of the annual Grants Program including processes, stakeholder engagement and grants communications
- Implement operational and administrative processes and tasks supporting the Grants Program
- Lead the development and continuous improvement of grants management systems, processes and reporting frameworks
- Identify opportunities to expand awareness of the grants program, particularly among under-represented communities and regional areas
- Develop and deliver Grants Impact program including external monitoring and evaluation and interns collecting impact stories. Provide content for external Communications.

Fundraising

- Seek funding for community initiatives – identifying and building relationships with donors and foundations
- Lead grant writing, submissions, and reporting when required
- Collaborate with leadership on the organisation's fundraising strategy

Impact

- Develop and oversee organisational impact measurement, evaluation and learning initiatives
- Lead and coordinate external providers, interns and contributors supporting impact and evaluation activities
- Provide content for external engagement and communications

Skills & Experience

- Experience leading grant-making, fundraising or community investment programs
- Strong stakeholder engagement and partnership development capability
- Experience in impact measurement, evaluation or social impact frameworks

- Ability to develop strategic relationships with philanthropic and community stakeholders
- Confidence using digital tools and grants or CRM management systems, with the ability to learn new platforms quickly
- Experience leading complex projects and cross-functional initiatives
- Strong analytical, communication and report-writing capability
- Demonstrated ability to work autonomously and exercise strategic judgment