



POSITION DESCRIPTION:	Grants and Philanthropy Manager
Employment Type	Part Time – 22.5 hours per week
Employment Duration	1 year contract
Salary	SCHADS Level 6, Pay Point 1 \$58.37 p/h
Location	Hybrid
Reports to	Chief Executive Officer
Direct Reports	None

SUCCESS WORKS PARTNERS INC

Success Works Partners (SWP) is a not-for-profit social enterprise committed to transforming the lives of women affected by the criminal justice system. We work to break down barriers to employment through employer engagement, training, mentoring and advocacy for systemic change. At SWP, we believe women are more than their criminal record. We support women to build confidence, strengthen employability, and access meaningful work, while partnering with employers and communities to create pathways to inclusion and long-term change.

ROLE PURPOSE

The Grants and Philanthropy Manager is a versatile, hands-on role designed for an adaptable all-rounder with strong core experience in securing grants and building meaningful relationships with funders - including Philanthropic Foundations, Trusts, and Government bodies.

Working closely with the CEO, this role will drive our funding pipeline through grant writing and funder stewardship while gradually expanding into broader philanthropic strategies, major donor engagement, and multi-stream fundraising. This role offers an ideal balance: applying your existing grant writing and relationship-building talents immediately, while actively gaining experience across new areas of non-profit operations, community fundraising, and organisational growth.

ABOUT YOU

You are a proactive, curious, and versatile professional who thrives in a dynamic non-profit environment. You bring proven success in researching, writing, and winning grants, as well as maintaining strong, collaborative relationships with government funding bodies, philanthropic trusts, and foundations.

As an adaptable all-rounder, you are enthusiastic about rolling up your sleeves to tackle a variety of tasks. You are eager to step outside your core comfort zone, expanding your expertise into major gifts, campaign management, donor stewardship, and strategic partnerships along the way. You combine strong organisational skills with a genuine passion for social justice and creating long-term impact for women.



KEY RESPONSIBILITIES

1. Grant Writing & Funder Relationships (Core Focus Area)

- **Grant Management & Writing:** Lead the end-to-end preparation, writing, and submission of high-quality grant applications, tenders, and proposals tailored to Government programs, philanthropic trusts, and foundations.
- **Relationship Stewardship:** Build, nurture, and maintain strong, transparent relationships with grant-makers, foundation managers, and government representatives.
- **Pipeline Development:** Research, identify, and evaluate new funding opportunities across government grants, philanthropic trusts, and structured giving programs.
- **Reporting & Acquittals:** Prepare accurate, engaging, and timely progress reports, acquittals, and impact summaries to ensure long-term funder retention.

2. Broader Philanthropy & Generalist Growth (Expansion Areas)

- **Major Gifts & Individual Giving:** Support the CEO in identifying, cultivating, and stewarding individual major donors and recurring giving supporters.
- **Donor & Campaign Support:** Assist with the development and execution of multi-channel fundraising campaigns, donor briefs, and community engagement initiatives.
- **Cross-Functional Collaboration:** Work flexibly across the organisation to assist with broader development projects, event coordination, and strategic partner engagement as needed.

3. Systems, Data & Performance

- **CRM & Pipeline Tracking:** Maintain accurate donor and funder records in the CRM, tracking submission deadlines, reporting schedules, and conversation histories.
- **Income Monitoring:** Monitor progress against fundraising targets and key milestones, providing regular updates to the CEO.
- **Process Improvement:** Assist in streamlining internal fundraising processes, donor communications, and collateral creation.

PERSONAL ATTRIBUTES

- **Commitment to Mission & Values:** A deep alignment with social justice, inclusion, and empowering women affected by the criminal legal system.
- **All-Rounder Mindset & Adaptability:** Resourceful, versatile, and eager to learn on the job while stepping up to support diverse organisational needs.
- **Relationship-Driven:** Exceptional interpersonal skills with the ability to build trust and rapport across government, foundations, and community stakeholders.
- **Proactive Initiative:** Highly organised, self-motivated, and comfortable managing multiple submission deadlines and competing priorities.
- **Cultural Awareness & Respect:** Demonstrates respect, discretion, and trauma-informed judgment when engaging with diverse identities and lived experiences.



SKILLS & EXPERIENCE

ESSENTIAL

- Proven track record and demonstrated success in grant writing, proposal development, and securing funding from Philanthropic Foundations, Trusts, or Government sources.
- Demonstrated experience in managing funder relationships, including acquittals, reporting, and ongoing stakeholder engagement.
- Strong persuasive written and verbal communication skills, with the ability to translate complex social impact into compelling funding proposals.
- High adaptability and an enthusiasm to learn and expand skills across other fundraising disciplines (e.g., major gifts, individual giving, partnership development).
- Strong organisational and time-management skills, with experience maintaining CRM/database records and tracking funding pipelines.

DESIRABLE

- Experience working in the not-for-profit, social enterprise or community sector
- Understanding of the criminal legal system, domestic and family violence, or issues affecting women facing complex barriers to employment
- Lived experience of the criminal legal system, either personally or through close community connection

