

## Grant Writer

- **Part-time, 25hpw, Remote, 6-month contract with possibility of becoming permanent**
- **Immediate start available**
- **Use your business acumen, initiative & communication skills in a dynamic NFP environment**
- **Exciting opportunity for someone with passion and drive**
- **Our team WFH flexibly, and we are happy to discuss what flexible working options work for you**
- **A role that will be key in supporting the organisation reach its goals**
- **Attractive NFP salary packaging options**

### **About Us**

An Australian not-for-profit organisation dedicated to achieving technology-enabled social inclusion, Leep NGO advocates for equality of access to, and use of, digital technologies for the most vulnerable members of disadvantaged communities, who are at the greatest risk of social exclusion, and for whom digital technology can offer life-changing benefits. Those with low levels of income, education and employment are significantly less likely to be digitally included: already disadvantaged and vulnerable, they are at increased risk of compounding their existing disadvantages. We are committed to addressing the issues of access, motivation, skills, and trust that challenge universal digital literacy. Leep's mission is to create a digitally inclusive society, where no one is left behind.

Since 2015, Leep has provided free one-on-one, face-to-face digital mentoring programs, delivered by trained volunteers (whom we call 'Tech Mates') across western Sydney and western New South Wales. We have delivered more than 4,000 hours of digital mentoring to more than 1,000 learners at 20 locations.

Working closely with the Board, the Executive Chair has her eyes on the future. We're investing in new ideas, partnerships, and infrastructure. We will substantially increase our services over the coming year, and are looking for people with diverse perspectives, backgrounds, and talents to build their careers with us. By being part of our story, you will play an important role in helping Australia become a digitally inclusive society.

### **The Role**

We are looking for an experienced Grant Writer to be responsible for executing our grant strategy by persuasively communicating Leep's mission and programs to potential funders.

This role will see you write and coordinate high-quality grant applications, working closely with the Executive Chair, Programs & Communications Co-ordinator and other internal staff to draw out relevant information for the applications.

The core function of the role is to secure new grants and help to devise new programs. This role will proactively implement Leep's grant strategy, to maximise income by crafting compelling and impact-focussed proposals, delivering projects on time and on budget, and by building relationships with key stakeholders, including grant funders and recipients. Experience in policy writing, briefing papers and submissions is required. You will also be able to develop and build on Leep's relationships with grant funders and recipients.

This role will be key in supporting the organisation reach its goals. It is a 25hpw, six-month contract with the potential for extension and/or to become permanent.

### **Key responsibilities include:**

- Prepare, write, edit, proofread, and submit high quality, well-written grant applications.

- Develop relationships with grant funding organisations including government, trusts, foundations, and corporates.
- Research and identify potential grants and other opportunities for project funding.
- Maintain records, including prospect research.
- Establish and maintain an annual grant calendar to ensure timely submission of proposals and progress reports.
- Liaise with the EC to understand funding needs and priorities to create strong applications for funding.
- Produce monthly program evaluations and generate accurate reports for funders, the Board, and other stakeholders.
- Maintain strict confidentiality.

### **About You**

You will have a real knack for persuasive writing, capable of delivering high-quality grant applications that align to the strategic objectives of the organisation. You will have strong writing abilities, including grammar and spelling, intrinsically enjoy writing, and be able to synthesise important information succinctly. This role requires you to work in collaboration with others, therefore good interpersonal skills and stakeholder management is a must.

The ideal candidate will be driven by process and deadlines, and skilled at streamlining process and improving organisational efficiency. You will also need to be comfortable to work in a fast-paced environment.

### **What you'll bring to the table:**

- Proven experience of at least four years' experience in major grant writing (essential), ideally in the NFP sector (desirable).
- Proven track record in growing grant income and relationships (essential).
- Excellent persuasive writing, editing and proofing skills, with the proven ability to produce formal responses and submissions (essential).
- High-level planning and organisational skills, including the ability to manage multiple and competing priorities and work to tight or competing deadlines.
- Strong conceptual, problem-solving skills with the ability to multi-task.
- An eye for detail.
- Demonstrated project management skills.
- Ability to synthesise information and communicate in a compelling and succinct form.
- A solid understanding of budgets as they relate to proposals and grants.
- High-level skills working successfully within a team environment exercising initiative.
- Ability to work autonomously with minimal direction.
- Ability to cultivate effective interpersonal relationships and gain support across a range of stakeholders.
- Friendly and approachable – develops good rapport and treats others with respect.
- High level of initiative and strong attention to detail.
- Proficiency in Microsoft Office suite.
- Exceptional verbal and written communication skills.
- Outstanding interpersonal and representational skills.
- A professional approach to dealing with confidential issues.
- Deeply held social justice values.

### **Inclusion at Leep**

At Leep, all employees are encouraged to be themselves and to bring their whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, people living with disability, culturally and linguistically diverse people and people of the LGBTQ+ community, including transgender, gender diverse, and intersex people.

Leep has a commitment to maintain a diverse workforce and welcomes the opportunity for applicants to share their lived experiences. We also recognise that some applicants may not wish to disclose, and we respect their decision.

**Apply Now!**

- Responsible for providing comprehensive grant writing support, this role is the perfect opportunity for someone who is available immediately and highly motivated, hands-on with excellent written and organisational skills.
- Your ability to think and act proactively and work under pressure while consistently meeting deadlines, coupled with your flexible 'can do' attitude is key. The ability to complete all tasks to a high standard will be rewarded in this dynamic and highly motivated environment.
- This is an outstanding opportunity to contribute to a growing NFP organisation's purpose and operations and deeply engage with the business and its key stakeholders to achieve outcomes that make a positive difference to disadvantaged Australians.

Full COVID-19 vaccinations or approved AIR immunisation medical exemption required. This is a mandatory requirement from NSW Government for NGOs receiving NSW Health approved grants.

If you're looking for the next opportunity in your career and want to work for a growing digital inclusion NFP organisation, then apply now! Applications will be reviewed as they are received.

Reach out if you have any questions: [annew@leep.ngo](mailto:annew@leep.ngo)