

**Mercy Works**  
**Sisters of Mercy**  
**In Australia & Papua New Guinea**



<b>Position</b>	Grants Coordinator
<b>Reports to</b>	Executive Director
<b>Grade</b>	
<b>Date revised</b>	2020

**Organisational Context**

Established in 2000, Mercy Works is the development and relief arm of the Sisters of Mercy in Australia and Papua New Guinea. We partner with challenged communities in Papua New Guinea, Timor-Leste and Australia to promote justice and self-reliance.

**Primary Purpose**

The Grants Coordinator is responsible for increasing Mercy Works' grant and other income from sources including government, corporate, philanthropic and community bodies, trusts and foundations to help realise Mercy Works' vision.

The Grants Coordinator works closely with the Executive Director to understand and reflect the needs of Mercy Works in funding applications and submissions and is the organisation's key contact and relationship manager with funding partners.

The Grants Coordinator also works with partners and colleagues to demonstrate the impact of Mercy Works' vision.

**Accountabilities**

- Identify potential government, corporate, philanthropic and community funding opportunities.
- Develop and manage the grants calendar for government, corporate, philanthropic and community bodies, trusts and foundations.
- Prepare and manage applications and submissions to potential and current funding partners.
- Prepare and manage all reporting, acquittal and regulatory expectations to funding partners and other stakeholders.
- Record and report the funding opportunities and outcome of submissions at appropriate levels of the organisation.
- Contribute to the performance of Mercy Works: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and modelling Mercy mission and values.
- Ensure a safe working environment by taking accountability for own actions and complying with the organisation's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by the Executive Director, which are within his/her skills, competence and training.

**Essential Criteria**

1. Degree qualification in communications, business or a related discipline with contemporary experience managing a diverse grants portfolio; or substantial contemporary experience managing a diverse grants portfolio, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and experience in preparing large grant applications and submissions for government bodies, such as the Australian Department of Foreign Affairs & Trade (DFAT), and philanthropic trusts and foundations.
3. Contemporary knowledge and experience of compliance standards and requirements of bodies such as the Australian Department of Foreign Affairs & Trade (DFAT), the Australian Council for International Development (ACFID) and the Australian Charities & Not-for-Profit Commissioner (ACNC).
4. Demonstrated initiative and ability to develop strategic long-term meaningful partnerships with a diverse range of internal and external funding partners.
5. Proven ability to work productively in a cross-functional team environment.
6. A commitment and personal alignment with Mercy mission and values.

**Desirable Criteria**

1. Contemporary knowledge and experience in using content management systems, such as e-Tapestry.
2. A current National Police Criminal History Check.
3. A current Working with Children Check.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date