

POSITION DESCRIPTION

Position Title	Partnerships and Grants Advisor
Time Commitment	Full time (1.0 FTE), permanent
Award Classification	SCHADS 5
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office

ABOUT THE ORGANISATION

IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

VISION: Gender equality for all

PURPOSE: To defend and advance the rights of diverse women and girls

VALUES: Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023:

1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of freedom from violence and power, leadership and civic space
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best at partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of global south actors

STEP BACK when others are better placed to take the lead

SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

Our [2023-2025 Strategic Plan](#) outlines a third way between the models of women's funds and international development NGOs.

International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from people who identify as women only (including trans women).

*IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. **Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners, especially PNG.***

Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

The Partnerships and Grants Advisor plays a critical role in driving opportunities for increasing revenue from diverse institutional funders, through both relationship-based funding and grants.

Alongside other key members of the team, the Partnerships and Grants Advisor contributes to the delivery of IWDA's Income Plan, which has a strong focus on income diversification.

Working closely with the Development Manager, the Donor Relationship Coordinator, the Leadership Team, the CEO, the Board and the Board's Resources and Partnerships Sub-Committee, this role identifies and drives new funding relationships by:

- leading the tracking of opportunities globally;
- identifying target funders;
- managing the development and nurturing of new funding relationship; and
- tracking ongoing engagement with funders.

This position assists the CEO, senior staff and Board members to engage effectively at the national and international level in establishing new relationships and new sources of funding, and to manage existing relationships.

The Advisor position is responsible for maintaining and growing a pipeline of funders and partners and will lead the tracking of global off-market opportunities.

To further the goal of diversifying our income streams, the Advisor will be responsible for identifying new and innovative approaches to resource mobilisation to help build a sustainable funding pipeline.

The role also supports IWDA's established grants processes and practices. The Advisor will lead the monitoring and assessing of advertised grant opportunities. Alongside the Development Manager, the Advisor will support creation of bids for funding, including contributing to bid writing, and convening and coordinating cross-organisational bid teams.

The Advisor will play a key role in driving process and systems improvements, including in taking a lead role in implementing and maintaining a new grants database module in Salesforce.

KEY RELATIONSHIPS

Reports to: Development Manager

Internal: CEO, Leadership Team, Donor Relationship Coordinator, Board of Directors, Resources and Partnerships Committee, Business Transformation Team, Equality Insights Team, Systemic Change & Partnerships Team, Knowledge Translation Team, Finance Team

External: Donors, partners and relevant non-government organisations, gender and development networks, trusts, foundations and government stakeholders

Direct Reports: None

KEY RESPONSIBILITIES

Relationship-based Fundraising

- Support the Development Manager to drive the growth of relationship-based funding at IWDA.
- Track trends (risks and opportunities) in global philanthropy and Official Development Assistance with the goal of identifying potential new relationships with funders and partners, and creating opportunities to cultivate new funding relationships.
- Facilitate opportunities and support the CEO, Board and senior staff to positively promote IWDA's profile, develop new funding relationships and nurture existing funding relationships, for example by recommending priority engagements and contacts, and preparing meeting briefs.
- With the support of the Development Manager, develop and maintain positive relationships with funders, peer organisations, managing contractors and consortium partners.

- Lead the tracking of relationships with potential and current funders, using Salesforce Customer Relationship Management system.
- Develop and maintain a menu of funding priorities at IWDA.
- Support the Director of Business Transformation, as required, in supporting and servicing the Resources and Partnership Committee of the Board of Directors.

Grant Support

- Lead regular scanning for open funding opportunities (such as grants, tenders, awards).
- Undertake initial screening of open funding opportunities and provide recommendations on eligibility, risks and requirements.
- Support the Development Manager to assess and recommend opportunities to IWDA internal stakeholders.
- Develop and maintain meaningful and productive relationships with internal stakeholders.
- Convene and lead bid teams, ensuring adherence to IWDA standards, strategic priorities and financial sustainability.
- Oversee the grant writing process, contribute to grant writing, and coordinate internal and external technical bid writers as required.
- Support the renewal of existing grants.
- Support the Development Manager and Leadership team as required, and undertake additional work to advance IWDA's Strategic Goals, as required.

Resource Development Innovation

- Alongside the Development Manager, lead the development of new funding models, products and services for IWDA, and enable technical leads to engage in new revenue models.
- Support IWDA's understanding and analysis of new and emerging financing models and non-traditional donors and funding streams.
- Increase organisational flexibility to support diversification of funding through strong internal relationships and leveraging internal expertise.

System and frameworks

- Working closely with IT, transfer existing grants and bid processes across to Salesforce Customer Relationship Management Tool.
- Maintain and update the new grants database module and other systems to ensure accurate record keeping and grant tracking.
- Strengthen and monitor bid management systems and processes.
- Continue to improve our systems and processes for engaging with open funding opportunities from opportunity identification through to outcome of tender process.

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

Technical Experience	Behavioural Competencies
<p>Essential:</p> <p>1. Demonstrated success in securing and renewing donor grants, including excellent written communication skills</p>	<ul style="list-style-type: none"> • Managing Work & Quality: Effectively managing one's time and resources to ensure that work is completed efficiently; accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking

<ol style="list-style-type: none"> 2. Demonstrated success in identifying, developing and nurturing new funder relationships 3. Excellent relationship development skills, including strong oral and written communication skills 4. Good budget management skills, using Excel and finance management software 5. Excellent time management, attention to detail and team work skills 6. A change-oriented mindset; able to support organisational change and operational flexibility 7. Commitment to feminism, diversity and inclusion 8. Strong negotiation and influencing skills, to manage internal relationships above, below and alongside the role <p>Desirable:</p> <ol style="list-style-type: none"> 9. Demonstrated expertise in the not for profit, international development, and/or gender equality sectors 10. Strong networks in the Australian and/or international donor community, particularly philanthropy 	<p>processes and tasks; maintaining attention to detail and a commitment to quality.</p> <ul style="list-style-type: none"> • Building Trusting Relationships: Using appropriate interpersonal styles to establish effective relationships with external and internal partners; interacting with others in a way that demonstrates emotional intelligence and self-awareness, treating others with dignity and displaying sincerity. • Collaborating for success: Actively participating as a member of a team to move the team toward the completion of goals. Also identifies opportunities to build partnerships by acting to build strategic relationships between one's team and other teams or organisations to help achieve goals. • Learning, Improving & Adapting: Commitment to improving existing conditions and processes; generating ideas, and implementing solutions; maintaining effectiveness when experiencing major changes in work responsibilities or environment and adjusting effectively to work within new work structures, processes, or requirements
<p>GENERAL CONDITIONS</p>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Undertake police check prior to commencement and every two years thereafter. 	
<p>TRAVEL REQUIREMENTS</p>	
<p>Some domestic and international travel to support business development may be required. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures.</p>	