

# JOB DESCRIPTION

## GRANTS WRITER

JOB DETAILS	
<b>JOB TITLE</b>	GRANTS WRITER
<b>JOB TYPE</b>	Casual/ part-time
<b>LOCATION</b>	Surry Hills, NSW
<b>REPORTS TO:</b>	Development Manager
<b>TEAM:</b>	Fundraising
<b>LAST REVIEWED</b>	June 2022
ABOUT MITO FOUNDATION	
<p>Mito Foundation is a burgeoning charity dedicated to improving the health outcomes and quality of life for sufferers of mitochondrial disease and their families. Our small team is driven to support the mito community whilst seeking a cure, through strategies across support, awareness, education and research. We strive to live by our values of excellence, commitment, compassion, collaboration and gratitude.</p> <p>Mitochondrial disease is a potentially fatal genetic disorder that robs the body's cells of the energy they need to thrive. Only recently identified and originally thought to be a rare disorder (affecting 1 in 20,000 people), it is now known that 1 in 5,000 live births will result in a life-threatening form of mitochondrial disease. Furthermore, 1 in 200 people carry genetic mutations that put them at risk of developing milder forms of the disease or unknowingly passing the disease on to their children.</p>	
JOB OVERVIEW	
<p>The Grants Writer is responsible for identifying grant application opportunities and preparing proposals for all relevant funders. Grants from private, corporate and philanthropic funders have been a stable income stream for the Foundation and shows potential for growth if supported by a diligent and applied grants writer.</p>	
KEY RESPONSIBILITIES	
<b>GRANT WRITING</b>	<ul style="list-style-type: none"> <li>Engage wide-ranging and targeted research from internal and external resources to identify funders</li> <li>Develops proposals by assembling information including project nature, objectives/outcomes/deliverables, implementation,</li> </ul>

	<p>methods, timetable, staffing, budget, standards of performance, and evaluation.</p> <ul style="list-style-type: none"> <li>• Writes, revises, and edits drafts including executive summaries, conclusions, and organisation credentials</li> <li>• Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone</li> <li>• Obtains approvals by reviewing proposal with key providers and project managers.</li> <li>• Manage pipeline of opportunities in Salesforce. Ensure all records are kept up to date and all identified opportunities are progressed along the pipeline.</li> <li>• Ensure a healthy funnel is maintained with consistent new opportunity leads</li> <li>• Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.</li> <li>• Understand and distil Mito Foundation’s offering by liaising with subject matter experts and translate to individual funder needs</li> <li>• Interpret subject content and develop into persuasive written form for funder proposals, drawing on existing submission and marketing materials, and creating copy where relevant</li> <li>• Works closely with Fundraising Relationship Manager to identify new proposal opportunities and ensure current funding relationships are well maintained</li> <li>• Report proposal status information to Development Manager in regular review meetings.</li> </ul>
<b>FUNDRAISING SUPPORT</b>	<ul style="list-style-type: none"> <li>• As part of a small team, you will be required to support other areas of fundraising such as fundraising stewardship calls.</li> </ul>
<b>KEY REQUIREMENTS</b>	
<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Strong CRM data management and record keeping. Experience with Salesforce would be well regarded.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Excellent, persuasive written communication skills</li> <li>• Highly organised and deadline oriented</li> <li>• Problem solving skills</li> <li>• Pro-active and highly motivated work ethic, able to work autonomously and as part of a team</li> <li>• Passion, interest, and enthusiasm to work in the health or rare disease space</li> </ul>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Minimum of 1-year experience in grant writing, prospect research, general fundraising or a minimum of 2 years comparable and transferable skills acquired in a professional setting</li></ul>
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This document does not constitute a contract of employment and is a guideline outlining the role's core responsibilities and accountabilities. The duties and responsibilities described above are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by organisational demands.