



Grant Writer and Researcher

- Competitive remuneration + salary packaging
- Permanent, full time position
- Northmead location

CareFlight is an Australian not-for-profit aeromedical organisation. Our mission is to save lives, speed recovery and serve the community.

We operate from locations in NSW, northern WA and the Top End of the NT. Our specially trained doctors, nurses and paramedics use helicopters, aeroplanes, medi-jets and road ambulances to bring a hospital level of care to over 5,000 patients each year. We also deploy medical professionals to remote oil, gas & mining sites, both onshore and offshore.

The role

We currently have an excellent opportunity for a Grant Writer and Researcher in our Fundraising Team. Reporting to the Grants and Tenders Development Manager, key responsibilities include:

- developing logic models and strategic narratives for CareFlight's programs and services which identify the outcomes to be measured
- creating and maintaining measurement and evaluation processes, systems and records for CareFlight's programs and services
- sourcing organisational data including feedback from external stakeholders needed for outcomes measurement and evaluation
- producing evaluation reports for funders to support acquittal requirements and ongoing grant applications
- recording and monitoring deadlines in calendar of application and acquittal due dates
- providing all grant acquittal reports to funders on time.
- maintaining schedule of Club Grants applications and acquittals due and submitting these accordingly

About you

To be successful in this role you will have the following:

- a background in fundraising communications, research and/or media
- experience and interest in researching and reporting on project outcomes
- demonstrated experience in collection, analysis and reporting of research data in different formats. In particular, you will:
 - be proficient in using Excel to organise and present data
 - have a flair for formatting and design and ability to apply these skills in PowerPoint, Publisher and Adobe Acrobat
 - be attentive to detail in performing all aspects of the role
- excellent written and verbal communication skills
- the ability to develop, retain and grow internal and external relationships
- effective time management skills

The following will be highly regarded:

- experience in using Qualtrics
- experience in prospect research
- grant writing examples to support your application

How to apply

If you would like to be part of our team, you can apply using the link below. Please ensure you attach a **current resume and covering letter that addresses the role's essential criteria**. Applications for this opportunity will close on **Friday, 30 August 2018**.

CareFlight values diversity in the workplace.

Aboriginal and Torres Strait Islanders are encouraged to apply.

All employees must comply with CareFlight's Drug and Alcohol Management Plan (DAMP) as required by CASA and may be subject to random workplace testing.

Criminal Record and Working With Children Checks also apply.

CareFlight: 'The next life we save could be yours'