

## Grants & Fundraising Coordinator

### About Orange Sky

Orange Sky is a not-for-profit organisation providing a free mobile laundry and shower service to people experiencing homelessness. We offer a platform for everyday Australians and New Zealanders to connect by creating a safe, positive and supportive environment for people who are too often ignored or who feel disconnected from the community.

We currently operate 36 services across 25 locations in Australia, and three services across two locations in New Zealand. There are 116,000 Australians and 41,600 Kiwis experiencing homelessness, and we're on a mission to positively connect these communities through clean clothes, warm showers, and genuine, non-judgemental conversation. We're driven, dedicated, insanely ambitious and a little unconventional. We take our work seriously, but have plenty of fun along the way. We work hard and 'get it done', but always make time to celebrate each other's success.

### The Role

To support our continued growth, we are looking for an exceptional Grants & Fundraising Coordinator to join the team. You will work within the Marketing, Fundraising and Partnerships team to identify and respond to funding opportunities for Orange Sky Australia and New Zealand.

In particular you will be responsible for:

- Develop and execute innovative fundraising strategies across Australia and New Zealand (in collaboration with other members of the MFP team) for mid-tier donors, grants and other growth fundraising areas
- Work with internal stakeholders to identify organisational funding needs and implement strategies to achieve priorities
- Manage the grants application, reporting and acquittal process for existing and new relationships across Government, PAFs, PuAFs and other grant makers
- Maintain detailed records of all grant and funding activity as well as maintain relevant information of constituents in Orange Sky's CRM
- Identify scalable/repeatable solutions for proactive and reactive fundraising opportunities

### Grants & Fundraising Coordinator

#### **Convinced this is the role for you? Tick some boxes!**

The ideal applicant will have at least three years industry experience in roles that have included grant writing, fundraising and/or donor communications.

Additionally, they will have;

- Knowledge of the grant sector for researching and identifying potential grant funding opportunities
- Demonstrated ability to create compelling grant proposals
- Excellent report and proposal writing skills with high attention to detail
- Be data driven and analytical in your approach to growth and fundraising opportunities
- A strong communicator in written, verbal and digital environments
- A proactive attitude, highly organised and willing to give things a crack while prioritising conflicting deadlines
- Proven track record working in a similarly complex, growing not-for-profit operation

#### **Benefits**

What makes Orange Sky special? Every one of our employees, volunteers, friends, supporters when working together towards delivering our mission. When you join the Orange Sky team, you not only get to work with an outstanding bunch of high-performing people, but you're also supported to continue your own personal growth and development in an inclusive and flexible environment, with benefits including:

- Attractive and fair remuneration package based on industry benchmarking;
- Attractive salary packaging options - up to \$15,900 tax free per year;
- Flexible approach to work;
- Professional development fund (both formal and informal learning opportunities);
- Recognition program that includes a paid out reward scheme and gifted leave;
- Additional leave including Orange Sky public holiday and gifted leave for high performance;

### Grants & Fundraising Coordinator

- 6 weeks top-up pay parental leave for primary care givers and 2 weeks for secondary caregivers, including superannuation in addition to the 18 weeks paid parental leave from the government. Plus support for parents returning to work;
- Wellness initiatives and an Employee Assistance Program;
- Dog friendly offices - bring your (furry) best mate with you to work.

*We are committed to facilitating a barrier-free recruitment process and work environment. If you require any accommodations, we welcome you to let us know so we can work with you to participate fully in our recruitment experience.*

#### **Still keen?**

Click on the below link to submit your application and read the full position description.

<https://orangeskyau.bamboohr.com/jobs/view.php?id=99&source=aWQ9Mzl%3D>

For more information about the position, contact our People & Engagement team at [careers@orangesky.org.au](mailto:careers@orangesky.org.au).