

Company Description

The mission of Cystic Fibrosis Community Care is to increase the well-being and quality of life of people living with cystic fibrosis and promote broader awareness of cystic fibrosis. It does this through the provision of advocacy, support and information services, research, public awareness programs and fundraising.

Role Description

This is a part-time role for a Trusts and Foundations Officer at Cystic Fibrosis Community Care. **The role is located in Melbourne or Sydney, with the option for some remote work.**

The Trusts and Foundations Officer will be responsible for managing CFCC's relationships with trusts, foundations, and other grant-makers. This will require the Officer to identify new sources of financial support, manage the proposal process, and maintain relationships with funders. This person will also be responsible for ensuring that grant applications are submitted on time and are of high quality.

About Us

We are a small team of marketers and fundraisers with a complementary mix of backgrounds who love to roll the sleeves up and get in while having a laugh. Creativity, testing concepts, and ideas sharing is encouraged. The environment is supportive and encouraging and we are here to see fundraising for, and awareness of Cystic Fibrosis grow. Fundraising and Marketing is in a growth phase, so it is a great time to get on board.

Skills, Knowledge and Experience

- Strategic thinker and operator with the ability to develop, curate, and continuously evolve and grow the Trusts and Foundation portfolio.
- Previous experience and track record in successfully securing funding through Trusts and Foundations and building strategic relationships.
- High level experience liaising with a wide range of internal and external stakeholders.
- Strong organisational skills to ensure proposals are submitted on time and that project milestones and acquittal milestones are met and funding is tracked appropriately.
- Experience with Strategic Grants and GEM Portal along with Salesforce or similar CRM.
- Excellent communication skills, both written and verbal working with a high level of attention to detail.
- A warm, pro-active and approachable nature, with the ability to build rapport and bring teams together to meet strict deadlines.
- A passion and interest to work for a For Purpose organisation and create positive social change and improved social outcomes.
- Excellent interpersonal skills, emotional intelligence and ability to build and maintain effective relationships with different stakeholders and within diverse communities.

- Experience developing and managing budgets.
- Analytical skills to monitor and report on performance, forecast and identify trends and opportunities.
- Demonstrated experience in being agile and driving change in a collaborative way.
- Ability to work independently, use your initiative and think creatively.
- Personable with the ability to work effectively as part of a small team.

Qualifications

Essential:

- Tertiary qualification in Marketing, Business or related discipline
- 3 - 5 years relevant work experience

This role may require flexible working at weekends and evenings with TOIL available.

To apply, please send cover letter and resume to recruitment@cfcc.org.au

Please apply as soon as possible as applications will be reviewed on an immediate basis.