

Our Philanthropy Team is growing!

About Cancer Council WA

At Cancer Council Western Australia we believe that every day is an opportunity to create a cancer free future. We work with our community to reduce the incidence and impact of cancer, every minute, every hour, every day. We do this through advocacy, research, prevention programs, and providing people affected by cancer with support.

Tell me more

This part time (0.5 FTE) role sits in the Philanthropy Team which forms part of the Marketing and Fundraising Division.

Working closely with the Grants Senior Coordinator, this role is responsible for coordinating and developing various aspects of the Grants Program to implement secure channels of financial support from philanthropic entities.

Working within the broader team of marketing, fundraising and engagement professionals, you will collaborate to ensure the successful delivery of this valuable program.

Based in Subiaco, this position is offered as a part time role. There will be a requirement to occasionally work outside of regular business hours to deliver this program and support philanthropic activities with stakeholders.

What you'll be doing:

- Identifying funding opportunities
- Developing and maintaining organisation processes for the grant application process
- Writing and submitting high quality grant applications
- Strengthening relationships with funders through stewardship activity
- Tracking and Managing the grants data using Cancer Council WA Business Systems
- Reporting and evaluating on the grants strategy
- Establishing and maintaining effective internal and external working relationships

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

- Prior knowledge and experience with philanthropic grants programs or minimum of 2+ years' experience in relevant Fundraising roles
- Excellent written and verbal communication skills
- Excellent organisational skills with the ability to work under pressure with a demonstrated ability to prioritise tasks and meet deadlines
- Strong project management skills
- Intermediate computer and keyboard skills – Microsoft Office Suite and other databases
- Excellent problem-solving skills with a high attention to detail
- Able to work independently as well as demonstrating strong teamwork
- Demonstrated understanding of and commitment to the values of Cancer Council WA
- Positive approach to the workplace

What Cancer Council WA can offer you:

- A collaborative and supportive team culture
- Access to flexible work arrangements and personal leave options to support your wellbeing
- Access to career growth opportunities, events and training
- Access to our Employee Assistance Program for personal or work-related circumstances, assistance with career planning, or working through challenging situations
- Benefits of not-for-profit salary packaging and a meal entertainment card

How to apply for this role

To apply for this opportunity, please visit our [careers portal](#) and log in or create a profile. Please include your resume and a cover letter clearly outlining how your skills and experience match the key attributes of the role.

Applications should be addressed to:

Philanthropy Manager

Applicants are encouraged to submit their application as early as possible as Cancer Council Western Australia reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

With a Reflection RAP, and a commitment to “closing the gap” we encourage Aboriginal or Torres Strait Islander candidates to apply. Please state on your application if you identify as being Aboriginal or Torres Strait Islander.

We do not accept applications submitted by agencies.

Please note: You will be required to provide proof of ability to work permanently in Australia. Working holiday visas will not be considered.

Cancer Council WA is a not for profit, equal opportunity employer and operates a smoke free working environment.