



**GRANTS AND FUNDRAISING OFFICER  
POSITION DESCRIPTION**

The Bob Brown Foundation is a non-profit organisation which campaigns to protect the wild and scenic beauty of Tasmania and ecological integrity of Australia and our region.

<b>TITLE:</b>	Grants and Fundraising Officer
<b>JOB TYPE:</b>	6 month contract, 2 days per week (with option to be extended)
<b>LOCATION:</b>	Hobart (other locations will be considered)
<b>COMMENCEMENT DATE:</b>	March 2015
<b>STRUCTURE REPORTING:</b>	Reports to the Executive Officer
<b>CLASSIFICATION LEVEL/AWARD:</b>	The Social, Community, Home Care and Disability Services Award 2010, Level 3.3
<b>SALARY:</b>	<b>\$52,933 (including superannuation @9.5%) pro rata</b>

**POSITION OBJECTIVES:**

1. Identify project funding for the Bob Brown Foundation through national and international philanthropic and other grants programs
2. Research, develop and submit successful grant applications for projects, campaigns and resources that support the work and objectives of the Foundation in conjunction with the Executive Officer and Chair of the Board.
3. Undertake fundraising activities to support the financial sustainability of the Foundation

**POSITION RESPONSIBILITIES:**

1. Undertake research to scope national and international environmental grants programs
2. Develop a database that maps relevant funding bodies, grants programs and timelines
3. Prepare grant applications to support the work of the Bob Brown Foundation, including desktop research and consultation as required

4. Undertake fundraising activities as directed by the Executive Officer, including assisting with a bequests program, working with major donors and developing online and other fundraising strategies.

**KEY POSITION OUTCOMES:**

1. Development of a comprehensive map of national and international environmental grants programs to support the work of the Bob Brown Foundation
2. Successful grants applications to fund projects supporting the goals of the Foundation
3. Improved sustainability of funding for the Foundation through diverse fund raising activities

**KEY SELECTION CRITERIA (SKILLS AND EXPERIENCE)**

1. Relevant tertiary qualifications or demonstrable experience in grant writing and research
2. Demonstrable commitment to and knowledge of environmental issues and activism
3. Demonstrable experience in writing successful grant or tender applications
4. Highly developed written and verbal communication skills
5. Fundraising skills and experience, including working with major donors
6. Ability to manage and prioritise a range of tasks, plan tasks and work to deadlines
7. Ability to work with limited direction and to work effectively with a small team

A two month probation period will apply to this position.

Please submit a written application addressing the selection criteria, with a CV and three referees by 5.00pm Thursday 26 February to [contact@bobbrown.org.au](mailto:contact@bobbrown.org.au)

For further information contact:

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Bob Brown Foundation  
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