

As a youth run organisation, Oaktree is always looking for innovative ways for young people to lead, demand and create a more just world. To do so, Oaktree is broadening its commercial opportunities so we can gain access to more resources that will allow us to turn our vision into a reality.

The role of Support Officer will assist this process as Oaktree looks to apply for grants from all levels of government, community foundations, and corporate foundations as well as, engaging philanthropic organisations and major donors.

### As a Support Officer, a typical day might look like:

- Researching and scoping grants and philanthropy opportunities
- Assisting with grants writing process and submission
- Managing relationships with funders
- Growing new and sustainable sources of revenue for Australia's largest youth-empowerment organisation

### Who we are looking for:

- Excellent communication and presentation skills, both written and verbal
- Planning and time management skills
- Teamwork
- Positive, flexible attitude
- Someone with a keen interest in securing positive change, reducing regional poverty and empowering global youth

***We value will over skill, determination over degrees, and passion over years of experience.***

### What you will get out of it:

- Experience in the not-for-profit sector.
- Access to networking and mentoring within the not-for-profit sector.
- Experience in liaising with corporations, foundations and levels of government.
- Skills development in communication and project management with one of Australia's largest youth-run organisations
- Exposure to grants seeking and philanthropy

**TIME COMMITMENT:** 1.5-2 days a week

**REPORTS TO:** Hannah Pulbrook | Head of Grants and Philanthropy

**FOR QUESTIONS:** [h.pulbrook@oaktree.org](mailto:h.pulbrook@oaktree.org)

**APPLICATIONS CLOSE:** Sunday the 17th of February 2018

### **APPLY AT:**

<https://oaktreeorg.typeform.com/to/UQqhyT>