

GRANTS RESEARCH COORDINATOR



As a youth-run organisation, Oaktree is always looking for innovative ways to build the capacity of young people. To do so, Oaktree is broadening its revenue streams so that we have access to more resources that will allow us to turn our big ideas into a reality. The role of Grants Research Coordinator has become an integral part of this success, as we look to host events and projects which will provide Oaktree with sponsorship and funding.

The Grants Research Coordinator is tasked with sourcing grant opportunities and writing funding applications and grant reports. The Grants Research Coordinator will work closely with the Director of Grants and Philanthropy, two other Grants and Philanthropy Coordinators, and the broader organisation in order to submit successful funding applications and establish relationships with grant-giving foundations.

As Grants Research Coordinator, a typical day might look like:

- Researching and keeping up to date with potential sources of revenue for Australia's largest youth-empowerment organisation;
- Evaluating potential philanthropic grant opportunities;
- Writing grant applications, clearly communicating the impact of Oaktree's domestic and international work;
- Managing grant contracts and writing grant reports;
- Writing grants briefs;
- Attending team meetings and one-on-one meetings.

We value will over skill, determination over degrees, and passion over years of experience. So go for it! Put your name forward.

APPLY AT: <https://oaktreeorg.typeform.com/to/WcUoGf3h>

Who we are looking for:

- Someone with the ability to thrive working both in a team and independently;
- Strong communication skills, with a particularly strong emphasis on writing and editing;
- A proven work ethic, excellent time management skills and the ability to meet deadlines;
- Someone with the initiative and drive to continuously learn and improve.

What you will get out of it:

- Experience in the not-for-profit sector;
- Access to training, networking and mentoring within the not-for-profit sector;
- Experience in liaising with corporations, foundations and levels of government;
- The chance to gain practical experience and rapidly develop a vast array of skills, including grant scoping, grant writing and report writing;
- The opportunity to meet passionate, like-minded people and to build extensive networks;
- The opportunity to play an important role in the movement to create a more just world.

TIME COMMITMENT: 1.5-2 days a week | This is a voluntary position

REPORTS TO: Beatrice Doidge | Director of Grants and Philanthropy

FOR QUESTIONS: b.doidge@theoaktree.org

APPLICATIONS CLOSE: Monday 14th December 11:59PM