

GRANTS AND PARTNERSHIPS COORDINATOR

Employer	Netball WA
Position Title	Grants and Partnerships Coordinator
Reports to	Head of Partnerships and Philanthropy
Department	Shared Services
Office Location	Gold Netball Centre, 200 Selby Street, Jolimont
Organisational Overview	<p>Netball WA (NWA) is the governing body for the sport in Western Australia, incorporating the subsidiary entities of West Coast Fever Netball Club (WCF) and Glass Jar Australia (GJA). Netball WA has a clear vision to be 'The sport of choice in Western Australia'.</p> <p>Underpinning this vision and our purpose of 'advancing netball, advancing communities', is our 2018-2022 Strategic Plan which outlines key outcomes, goals and strategies across four pillars within Netball WA; People & Culture, Participation, Pathway & Business Performance.</p> <p>Critical to this role is Netball WA's subsidiary GJA which delivers the Shooting Stars Program across rural and remote communities in Western Australia (WA).</p> <p>Shooting Stars is an initiative of NWA and GJA, which uses netball and other engagement strategies as vehicles to encourage greater engagement and attendance at school of young Aboriginal and Torres Strait Islander (ATSI) girls living in WA's remote communities and regional towns.</p>
Position Overview	<p>Reporting to the Head of Partnerships and Philanthropy, the Grants and Partnerships Coordinator will deliver the grants and other revenue objectives of NWA, WCF and GJA against a platform of continual enhancement and performance to achieve the organisations strategic goals.</p> <p>Success for the position will be demonstrated through the achievement of key revenue KPIs and outcomes under Netball WA's shared services model.</p> <p>The role will also support the achievement of Netball WA through the development of corporate, state and federal government funding as well as manage the day to day operations of a multifaceted strategic fundraising program.</p> <p>A close working relationship will exist with corporate, government and philanthropic communities and contractors, affiliated bodies including Netball WA's Member, Associations and Clubs.</p>
Core Responsibilities	<ul style="list-style-type: none"> Promote the purpose, values and behaviours of Netball WA, West Coast Fever and Glass Jar Australia; Identify and submit grant applications (sometimes complex), often requiring a suite of supporting documents to meet annual income targets; Identify and secure new partnerships from the Corporate and Philanthropic community that support the objectives of the organisation and its subsidiaries;



	<ul style="list-style-type: none"> • Place particular focus on the long-term sustainability of the Shooting Stars program through securing new support via the rollout of a corporate and community fundraising strategic plan; • Work closely with relevant stakeholders including existing and prospective corporate partners and Government agencies including, but not limited to Department of Prime Minister and Cabinet, the Department of Local Government, Sport and Cultural Industries and Lotterywest.
Key Duties	<ul style="list-style-type: none"> • Develop and maintain a highly professional and values-based approach to the management of key relationships encompassing current and prospective donors; • Manage and report on key achievements relevant to Netball WA and subsidiary revenue targets; • Work with the Partnerships Managers to manage and meet all contracted deliverables with current partners, providing leveraging opportunities wherever possible; • Collaborate with internal departments and staff to deliver key fundraising outcomes for all related event activity; • Manage all grant acquittals and maintain a healthy grants and corporate fundraising pipeline; • Use relevant database tools to maintain contacts and monitor and evaluate impact of fundraising campaigns; • Create Everyday Hero fundraising campaigns in conjunction with the Head of Partnerships and Philanthropy and Communications team; • Prepare relevant Everyday Hero and Partnership reports and conduct presentations as required; • Attend meetings and represent Netball WA, West Coast Fever and Glass Jar Australia on various fundraising and networking events and liaise with other organisations and individuals on matters as required; • Any other duties within the Employee's capabilities and which is reasonable to expect the Employee to undertake as directed by the Head of Partnerships & Philanthropy from time to time.
Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Exceptional communication (written and verbal) and relationship building skills; • At least 3 years of demonstrable knowledge and successful experience in partnership management and grants writing for non-profit organisations; • Experience in identifying and building a grants strategy across a whole of organisation; • Demonstrated ability to achieve results and KPI's specific to driving new income leads and building a prospect pipeline for a not-for-profit organisation; • Willingness to learn, and to be flexible and responsive to new opportunities and philanthropic leads; • Strong time management, presentation skills and the ability to meet deadlines and prioritise tasks;

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ShootingStars

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PO Box 930 SUBIACO 6904

Tel: (08) 9380 3700 **Fax:** (08) 9380 3799 **Email:** info@netballwa.com.au
www.netballwa.com.au



	<ul style="list-style-type: none"> • Excellent computer skills and information technology literacy with a range of software applications; • Experience of managing volunteers and working as part of a wider business development team; • Preparedness to be flexible in respect to work hours and intrastate travel; • A current "C" class WA driver's license; • Working with Children Check; <p>National Police Clearance (NPC) accepted 6 months from the issue date. Note: (NPC is to be renewed annually)</p>
NWA Values and Behaviours	<p>Promote the purpose, values and behaviours of Netball WA, West Coast Fever and Shooting Stars within the netball and greater Western Australian communities, advocating the organisation as a deliverer in service excellence;</p> <p>Values</p> <ul style="list-style-type: none"> • Professionalism • Collaboration • Innovation <p>Behaviours</p> <ul style="list-style-type: none"> • Be on the same side and act as one • Always support each other to reach our goals • Be open and honest • Find a way to do what we say we will do • Listen to and value our people • Be the best at what we do
Key Interactions	<p>Strategic</p> <p>NWA Chief Executive Officer GJA Executive Officer Chief Commercial Officer Head of Partnerships and Philanthropy Executive Management team</p> <p>Operational</p> <p>Corporate Services Department Community Netball Department West Coast Fever Glass Jar Australia NWA, GJA & WCF partners, preferred suppliers and stakeholders</p>
Hours of work	<p>This role is a full-time 12-month contract, working 37.5 hours per week. The nature of this position requires some out of hours and weekend work.</p>
Salary/Benefits	<p>A salary range of \$55,000 - \$60,000 per annum plus superannuation will be negotiated with the successful applicant dependent on level of experience.</p> <p>Netball WA offers a range of benefits to our staff that include: Free parking on site, tickets to West Coast Fever and other events, mobile phone plan cost reimbursement,</p>

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	access to Professional Development opportunities, Employee Wellness & Assistant Programs.
How to Apply	<p>Applicants are asked to forward a current resume outlining their relevant experience and a covering letter addressing the i) role criteria and ii) motivation for your application via seek or e-mail to:</p> <p style="text-align: right;">Nicole Horrocks, HR Consultant hr@netballwa.com.au</p> <p>Aboriginal and Torres Strait Islander people are encouraged to apply.</p>
When do applications close?	9.00am - Monday February 10 th 2020
Who do I contact if I have an enquiry?	Andrew Stanbury, Head of Partnerships and Philanthropy at Andrew.stanbury@netballwa.com.au or on (08) 9380 3700

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