

POSITION DESCRIPTION

POSITION	LEAD – DONOR AND GRANTS
SECTION / WORK UNIT	Cultural Development and Community Engagement
LOCATION	Geelong Library and Heritage Centre
AWARD CLASSIFICATION	Band 7
POSITION DURATION	Permanent, part-time
HOURS OF DUTY	45.6 hours per fortnight, flexible hours with some weekend and evening work
CONDITIONS OF EMPLOYMENT	Geelong Regional Library Enterprise Agreement (2017) and its successors
REPORTS TO	Executive Manager, Cultural Development and Community Engagement
OCCUPANT	N/A
APPROVED BY	Patti Manolis, CEO
DATE	January 2021

GEELONG REGIONAL LIBRARY CORPORATION

Established in 1997, the Geelong Regional Library Corporation (GRLC) is a consistently-recognised industry leader in Victoria. We take our mission of a thriving regional community to heart and are an exemplary library service that creates opportunities for our community to read, learn, work and connect with each other and the world.

Not only are we the custodians and distributors of accumulated knowledge and resources, we lead the way in technology and innovation to ensure inclusive access where we can all be enriched and inspired.

We create safe spaces for all individuals and have a rich calendar of learning and cultural programs through our network which consists of the Geelong Library & Heritage Centre, 16 community branches and two mobiles libraries across four local government areas.

We deliver on our important community responsibilities and are proud of our strong and established relationships based on respect, care and kindness.

POSITION OBJECTIVES

- Identify and generate income via partnerships, with corporate organisations, philanthropic organisations, individuals, community and government sectors to secure the support for the GRLCs Friends of the Library program and other strategic goals and priorities.
- Develop funding opportunities and approach suitable entities, negotiate contracts / terms of support, manage corporate relationships (including reporting requirements).
- Nurture existing funding relationships to ensure they remain effective.
- Implement metrics and measurements to report on fundraising and partnership success.
- Develop appropriate marketing collateral and manage its distribution and develop and strengthen the online giving presence of the donor and grants function.
- Be directly responsible for preparing and co-ordinating funding submissions / grant applications

and other philanthropic approaches on behalf of the GRLC.

- Work across the organisation to lead and build on the GRLC team's capacity to attract and administer grants.

ROLE RESPONSIBILITIES

Friends of the Library

- Increase program revenues within agreed targets
- Establish baseline data to analyse the fundraising landscape and corporate challenges/opportunities for the program's development
- Research, identify and articulate short, mid and long-term funding needs of the program
- Develop and execute an annual Friends fundraising plan, periodic reports and a donor engagement strategy which reflects legal parameters and aligns with organisational strategy
- Act as a brand advocate and successfully connect potential members and donors to the aims of the Friends program to ensure continued and increased contributions
- Demonstrate an active, innovative, energetic and organised approach to identifying prospects and developing relationships with current and potential Friends members and donors.
- Share knowledge and know-how relating to fundraising across relevant areas of the organisation.

Grants

- Co-ordinate the GRLC's approach to attracting and administering grants in a systematic and planned way through the development and implementation of a GRLC Grants Framework.
- Identify and build organisational knowledge of external grant opportunities from government, philanthropy and corporations in line with agreed funding priorities.
- Support GRLC Officers to prepare and submit funding applications.
- Maintain a register of funding applications.
- Keep up-to-date and provide advice on current funding trends, practices and policy direction.
- Research a variety of new grant opportunities, ensuring the strategic fit with organisational priorities.
- Use data to analyse and understand the fundraising landscape to build compelling and mutually beneficial grant and funding propositions.

Budget

- Work with the Executive team and others to ensure maximum value is achieved in return for the expenditure of library revenue on fundraising activities
- Accomplish financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective action
- Ensure compliance with budget and library guidelines including procurement policies and procedures.

Reporting

- Monitor and report on the evaluation of fundraising and grant-seeking activities
- Oversee maintenance of appropriate databases
- Submit clear and concise reports as required.

Accountability and extent of authority

- Decisions and actions taken in this role may have a potential impact on the community and on the public perception of the wider organisation
- The position is directly responsible for preparing and co-ordinating funding submissions/ grant applications on behalf of the GRLC
- The position will represent the organisation at external forums and meetings including other levels of government, agencies and organisations
- This position will have input into policy development within their area of expertise and/or management
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures
- Good stakeholder relationships which recognise varying input, interest levels and decision-making status.

Judgement and decision making

- Excellent negotiation and influencing skills with integrity, maturity, discretion and judgement as required in a complex administrative and political environment.
- Make independent decisions concerning the funding information disseminated, and most appropriate funding body targeted. Problem solving skills are required to evaluate the most appropriate course of action.
- Contribute to developing policies and processes.

Specialist knowledge and skills

- Demonstrated skills in the preparation, submission and acquittal of funding applications
- A solid understanding of State and Federal Government policy objectives, and how they relate to relevant funding opportunities
- Sound knowledge of issues impacting funding applications within the community
- Understanding of the long-term goals of the GRLC and community, their values and aspirations
- Understanding of the legal and political context in which the GRLC operates
- Ability to translate strategy into actionable plans, reports and recommendations
- High level analytical and investigative skills
- Knowledge of project management principles
- Strong stakeholder engagement skills.

Management skills

- Demonstrated ability to organise work so as to achieve objectives in the most efficient way possible within the resources available and within a set timetable, despite conflicting

pressures.

- Responsibility to initiate and implement a positive response to changes in the work environment and / or parameters of a specific project.
- Ability to develop and maintain good working relationships with stakeholders across the organisation.
- Ability to adapt to changing priorities and show initiative.
- Provide values-based leadership in line with the desired organisational culture.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.

Interpersonal skills

- Capacity to work with sensitivity and awareness in a political context
- Ability to develop high level and effective relationships and generate trust with staff across the organisation while remaining objective
- Ability to work effectively as part of a dynamic team
- The capacity to gain cooperation from teams to participate and achieve desired corporate outcomes / objectives (external and internal)
- To contribute to a cooperative and healthy performance-centred work environment.

KEY SELECTION CRITERIA

1. Tertiary qualification in a relevant field and significant relevant specialist experience.
2. A proven track record in planning, delivering, monitoring and submitting funding applications with a strong understanding of contemporary income generation practices.
3. Demonstrated experience in fundraising success from a variety of fundraising streams
4. Demonstrated experience in successfully supporting, influencing and assisting multi-disciplinary internal stakeholders to submit high quality grant applications.
5. An understanding of the current and potential funding streams for the organisation.
6. A demonstrated ability to closely liaise with key funders from the government, business, arts and culture and community sectors.
7. Extensive experience in writing and editing content from a range of perspectives including the inclusion of technical information where appropriate.
8. Excellent interpersonal skills to gain co-operation and assistance from others in a complex administrative and political environment.
9. Proven ability to contribute to a high performance team to deliver organisational objectives and associated reporting functions.

ORGANISATIONAL RESPONSIBILITIES

1. Library Plan

- Contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan.
- Adopt and model GRLC's values embodied in the service principles articulated in the Library Plan

- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and service excellence
- Good governance.

2. Occupational Health & Safety

- Adhere to all Occupational Health and Safety Policies including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

3. Culture

- Contribute to a flexible, resilient and proactive culture by participating in organisational teams including the Strategic Leadership Team.
- Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment.
- Promote a positive image of the library to the community through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- Ensure awareness and adherence to all Geelong Regional Library Corporation policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager, Cultural Development and Community Engagement
Directly supervises:	N/A
Internal Liaisons:	All staff
External Liaisons:	Business, philanthropic, individual donors, cultural and education sector partners, funding bodies, fundraising professionals, library colleagues, other external groups as required

OTHER RELEVANT INFORMATION

- The Lead, Donor and Grants role is classified as a Band 7 within the Geelong Regional Library Corporation Enterprise Agreement 2017 and the current salary is \$92,138 to \$102,340 plus superannuation.
- Vision Super scheme is the default fund as determined in this agreement. Annual, sick and long service leave accruals will apply pursuant to the Agreement.

- Flexible hours will be agreed to enable attendance at events and other library activities that may be held in the evening and at weekends.
- GRLC is a child safe and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing positive Working with Children and Police checks.
- GRLC values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. Applicants from Aboriginal and Torres Strait Islander people are encouraged to apply.
- We encourage expressions of interest and applications from people with a lived experience of disability, or long term illness or injury and people of all abilities, cultures, age, sex and gender.
- A six month probation period applies.

APPLICATION PROCESS

Applications marked “private and confidential” including a covering letter, curriculum vitae, statement addressing the key selection criteria and three professional referees should be forwarded by email to:

Shane Brown, People Coordinator at jobs@grlc.vic.gov.au
Enquiries: Shane Brown, People Coordinator, 03 4201 0511

Applications close 3rd February 2021