



Grant Writer & Fundraising Coordinator

WHO WE ARE

Founded in 2012, Story Factory is a not-for-profit creative writing centre for young people aged 7-17, from under-resourced communities.

At Story Factory, we know that stories have the power to change lives. Research shows that quality arts-based learning significantly improves social and emotional wellbeing.

Our storytelling workshops have been designed by creative writing and literacy experts to build literacy, confidence and creativity: essential skills young people need to shape their future.

The workshops are facilitated by our storytelling team, and supported by volunteer tutors.

We only work with young people from communities that are under-resourced.

WE WILL PROVIDE

- * Salary package of \$70,000 plus superannuation, full-time equivalent.
- * Fringe benefit salary sacrifice options
- * 4 weeks annual leave each year

Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

WHO YOU ARE

The Grant Writer and Fundraising Coordinator will work across the different areas of fundraising, from grant writing to event management and fundraising administration, to help maximise donations.

They will be in charge of writing and acquitting smaller grant applications, typically up to \$20,000.

They will also assist the Grants and Strategy Manager with the preparation of larger grant applications and acquittals and support the work of the Major Gifts Manager, by managing donor administration.

This is a part-time, three days per week role.

The successful applicant will be someone who has:

- * Exceptional organisational skills, including managing competing priorities to meet deadlines.
- * Excellent writing skills.
- * Attention to detail and accuracy.
- * A passion for writing and for improving the lives of young people from under-resourced communities.

APPLICATION CLOSING DATE

Friday May 19, 2023, 5pm



OUR WORKPLACE CULTURE

We work in a space that strives to be culturally safe, supportive, fun and driven. We are always looking for colleagues who:

- * are willing to develop cross cultural competencies;
- * are keen to both collaborate with others and innovate on their own;
- * have a reflective practice about their work, and are open to feedback and finding improvements in both their own and organisational processes;
- * love working with young people and are always willing to centre their voices;
- * can communicate clearly, respectfully and patiently;
- * can be flexible and adapt to an always-changing environment;
- * are keen to both collaborate with others and work on their own.



MUST HAVE, OR BE WILLING TO OBTAIN

- * An employee Working with Children check
- * A National Police Check



HOW TO APPLY

Step 1: Complete the cover form on pages 5-6. This gives us all the information we need to reach you, and tells us why you would like the job.

For a storytelling organisation like us, this is an important part of the application, so take your time with it.

Step 2: Respond to the selection criteria. This is also very important, so make sure you provide an example for every question.

If you don't have experience with something, you can write about another similar experience, or about how the skills or knowledge you have would allow you to meet that criteria.

Step 3: Attach your CV (resume). This gives us an idea of what you've been involved with in the past, and a sense of some of your other achievements that might not have fit in the other sections of the application.

Step 4: Email your application to jobs@storyfactory.org.au



FAQS

Will I get an interview?

In the event of receiving a large number of applications we may not be able to interview everyone. Please ensure you complete all of the steps in the application form to strengthen your application and have a stronger chance of getting an interview. Applications close on **Friday 24th March 2023**. Late submissions can be received, please give us a call if this is the case.

How long will I wait to hear whether I have an interview or not?

We always respond to every applicant, whether you have been successful in getting an interview or not. If you have not had a response in two weeks, you can email jobs@storyfactory.org.au to check that we definitely received your application.

Can I submit without references, or submit them later?

Yes, you can provide two referees once you have progressed to that stage of the application process. We will also not phone any referees without your permission.

I've decided I no longer want to apply, what should I do?

Email jobs@storyfactory.org.au and we will take you off the application list.

If I don't have the experience you're looking for, should I still apply?

We may recognise other commensurate experience.

Can you keep my application on file for future positions?

As a small non-profit we don't have the infrastructure to retain applications, however you are always welcome to apply again for future roles.

What other roles do you have coming up?

Whenever we have a role on offer, we announce this on our website.

storyfactory.org.au/work-with-us



“ THE BEST THING ABOUT STORY FACTORY IS THAT WE ALL WORK TOGETHER TO ENSURE THE BEST OUTCOMES FOR OUR KIDS. EVERYONE'S PASSION IS GENUINE. IT'S A JOY TO WORK WITH SUCH A DEDICATED, TALENTED TEAM. ”

**Cath Keenan,
Executive Director**



APPLICANT COVER FORM



Position: Grant Writer & Fundraising Coordinator

First Name:

Last Name:

Address:

Telephone:

Mobile:

Email:

REFEREES

Please provide details of two people who can speak on your behalf regarding your work history. *Work references only. Please include your current supervisor/manager. We will not contact referees until the final stage, and will let you know in advance.*

NAME:

TELEPHONE:

POSITION/RELATIONSHIP + COMPANY/ORG:

NAME:

TELEPHONE:

POSITION/RELATIONSHIP + COMPANY/ORG:

When will you be available to commence?

How did you find out about this position?

☐

Facebook

☐

EthicalJobs

☐

Story Factory website

☐

Twitter

☐

ArtsHub

☐

Other

WRITE A COVER LETTER SHARING YOUR STORY.

Tell us about yourself and also;

why you want to work with Story Factory.

You are also welcome to attach a word doc in place of this page.

StoryFACTORY

176 Redfern Street, Redfern and 90 George Street, Parramatta

www.storyfactory.org.au

Contact: jobs@storyfactory.org.au

POSITION DESCRIPTION

Position Title:	Grant Writer & Fundraising Coordinator
Reports to:	Grants and Strategy Manager
Salary & Conditions:	\$70,000 pa plus superannuation, pro-rated. Fringe benefit may be applicable. The role is part-time, three days per week

About Story Factory:

At Story Factory, we believe that stories can change lives. We focus on enriching the lives of young people in under-resourced communities through quality creative writing programs, improving their writing skills, increasing their confidence and expanding their future prospects.

Story Factory runs a wide variety of fun and engaging creative writing programs at primary and high schools across Sydney and Western Sydney, and at our centres in Redfern and Parramatta. Since opening in 2012, our achievements include:

- 40,000+ student enrolments, with more than 8,000 enrolments in 2022;
- 18% of student are Indigenous and 44% are from culturally and linguistically diverse backgrounds;
- Recognition of our work with multiple awards, including a Secretary's Award for Excellence in the 2018 Public Education Foundation Awards, and Executive Director and Co-founder Catherine Keenan AM being named the 2016 Australian of the Year Local Hero.

Our growth and reach has been possible because of our strong and lasting relationships with funding partners. We have an outstanding track record in philanthropy, from small grants to multi-year, untied commitments. Our exceptional fundraising team works closely with our board, which is well connected in the philanthropic world.

This is an ideal role for someone with ambition and vision, who would like to learn about all aspects of fundraising. It's a chance to work with an exceptionally supportive and talented team to make a significant difference in the lives of some fantastic young people.

The Role:

The Grant Writer and Fundraising Coordinator will work across the different areas of fundraising, from grant writing to event management and fundraising administration, to help maximise donations.

They will be in charge of writing and acquitting smaller grant applications, typically up to \$20,000. They will also assist the Grants and Strategy Manager with the preparation of larger grant applications and acquittals, for example by drafting and coordinating letters of support and finding and collating supporting data. Under the supervision of the Grants and Strategy Manager, they will manage our calendar of grant applications and acquittals and help to track funding agreements and obligations in our CRM system, Salesforce.

The Grant Writer and Fundraising Coordinator will also support the work of the Major Gifts Manager, by managing donor administration. This may include drafting thank you letters, managing donation data in Salesforce, preparing major gift impact reports, offering event management assistance as required, and other tasks.

The ideal candidate will have a genuine passion for improving outcomes for young people in under-resourced communities, and a belief in the power of writing. They will have exceptional writing skills, and be highly organised and efficient. Ideally, they will have some familiarity with fundraising though this isn't essential for the right person. This job offers an opportunity to learn about all aspects of fundraising from experienced professionals and will suit someone interested in moving into a fundraising career. The ability to juggle many competing tasks, and communicate respectfully and appropriately with people from a variety of backgrounds, is essential.

The Grant Writer and Fundraising Coordinator will be based at our Redfern centre, but may work occasionally from our Parramatta centre. They will report to the Grants and Strategy Manager.

Story Factory is a Child Safe Organisation. Like all staff at Story Factory, the Grant Writer and Fundraising Co-ordinator must adhere to our Code of Conduct at all times, and be a role model in all matters of child safety.

Key Position Priorities and Duties:

- Writing and acquitting smaller grant applications (typically \$20,000 and below)
- Collating data for grant acquittals
- Assisting with collateral for grant applications, such as drafting and coordinating letters of support and researching supporting data.
- Grants and donor management in Salesforce
- Assisting with grants and acquittal calendar management
- Preparing major gift impact reports
- Donor event assistance and support
- External fundraising requests, e.g from school fetes, book clubs, small businesses etc.
- Donation administration, including receipting and thank you letters
- Assisting with other general fundraising tasks as required

Selection Criteria

Essential

- Exceptional organisational skills, including managing competing priorities to meet deadlines.
- Excellent writing skills.
- Attention to detail and accuracy.
- A passion for writing and storytelling and a desire to improve outcomes for young people in under-resourced communities.

Desirable

- Experience in writing grant proposals and reports.
- Experience in fundraising.
- CRM experience, preferably with Salesforce.

HOW TO APPLY

Please apply by writing a letter addressing the selection criteria and sending it to jobs@storyfactory.org.au by Friday 19th May

OUR COMMITMENT TO DIVERSITY

At Story Factory, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion helps us to attract, recruit, engage and retain a team of talented people.

We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. Residents of Greater Western Sydney are particularly encouraged to apply.

If you require specific support to apply for this position, please advise the recruiting manager whose contact details are listed in the advertisement. We will work with you to identify the best way to assist you.