

QUEENSLAND THEATRE

Position Description

Grant Writer

Position context

Queensland Theatre has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works. Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

The Grant Writer is a member of the Development team that works to optimise financial support for Queensland Theatre from diverse sources – corporate partnerships, individual giving, trusts and foundations.

Role purpose

The Grant Writer is responsible for the successful delivery and management of the grant program by identifying grant funding opportunities and writing compelling grant applications to achieve Queensland Theatre's income generation objectives. Key features of the role include:

- identifying grant/funding opportunities, writing and submitting grant applications to generate fundraising income, and facilitating grant reporting and acquittal processes;
- liaising internally to understand business unit funding needs and aligning these with grant funding programs; and
- developing strong relationships within a portfolio of trusts and foundations to support and achieve income generation objectives.

Key Responsibilities

Objective 1: Grants

Identify grant/fundraising opportunities and write grant applications.

- Identify and respond to fundraising opportunities from trusts, philanthropic foundations and government bodies to ensure an effective annual grant application strategy and to generate fundraising income.
- Write compelling grant proposals attractive to funders that effectively communicate Queensland Theatre's goals and objectives and align with organisational objectives.
- Engage relevant internal stakeholders and business units to understand funding needs and align those needs with grant funding programs.
- Conduct grant research to identify opportunities to fund projects.
- Monitor the implementation of grants received and liaise with the relevant internal team to ensure funding terms and conditions are met by proactively creating accurate and timely acquittal reports and evaluations to funders.
- Monitor new and existing grant opportunities to ensure a sustainable and consistent level of prospecting activity to meet financial targets.
- Develop and maintain effective relationships with existing and potential grant funders (eg trusts, foundations and government bodies) to secure income.

- Develop and maintain a schedule of grants activity and acquittal calendar and potential funding opportunities.
- Stay up-to-date with the priorities and funding processes of trusts, foundations and philanthropic donors, closely following relevant funding trends.
- Analyse data for reporting and evaluating grant program.
- Administrative tasks to support grant and ongoing team activities including maintaining database records (Tessitura).

Objective 2: Relationship management

Develop strong relationships with internal and external stakeholders to support and achieve income generation objectives.

- Apply management skills essential in nurturing relationships with stakeholders including trusts, foundations and donors.
- Develop and utilise polite and considerate interpersonal skills in all external communications, whether meeting in person, or communicating by email, mail or phone.
- Secure, maintain and grow support for Queensland Theatre through a stakeholder portfolio.
- Attend, when required, Queensland Theatre events, including philanthropy and corporate partnership events, to assist with the delivery of the event, and the successful and appropriate engagement of donors, partners or other stakeholders.

Objective 3: Organisational requirements

Demonstrate professional standards and compliance with policies and procedures.

- Role model Queensland Theatre values and demonstrate professional standards and ethical behaviour in the way work is performed.
- Comply with Queensland Theatre policies and procedures including employee code of conduct and workplace health and safety.
- Maintain an environment that is respectful and inclusive.

Perform other duties commensurate with skills, experience and capabilities as required to meet team and organisational needs.

Selection Criteria – knowledge and experience

- At least three years' experience in a communications or grant writing role with an ability to write compelling proposals and grants that effectively communicate goals and objectives.
- Proven fundraising experience with a successful track record in generating income.
- Excellent writing, editing and proofreading skills, with the ability to craft clear, concise and persuasive content and correspondence to achieve objectives and meet business needs.
- Strong stakeholder management and interpersonal skills that ensure building positive relationships with a diverse range of stakeholders, ensuring successful outcomes for all parties.
- Strong organisational and administration skills with a capacity to demonstrate initiative and the ability to meet multiple deadlines and work well under pressure.
- Well-honed collaborative working style to achieve results.

Desirable:

- Knowledge of or experience in the arts sector.
- Tertiary qualifications in communications, marketing, creative writing, or related field.

Competencies

- Excellent communication and interpersonal skills with the ability to engage stakeholders at all levels, externally and internally.
- Solid research skills and resourcefulness to find required information.
- Highly developed analytical and problem-solving skills including the ability to critically analyse issues.
- Exceptional attention to detail.
- Ability to work effectively as a team player as well as independently.

Other attributes

- Positive attitude, self-directed with an ability to collaborate in a busy environment to achieve results.

Work hours

Standard work hours are 22.8 hours per week (0.6 FTE).

Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply.

HOW TO APPLY

If you are interested in this role please submit a written application which should include:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. resume / curriculum vitae;
3. a response (maximum 2 pages) to the selection criteria outlined in this position description.

Please address your application to the Human Resources Manager, Queensland Theatre, and submit **by Tuesday, 28 May 2024**.

Please combine your application into a single PDF or Word document.