

Position Description

Grants & Partnerships Coordinator

Reports to

Head of Brand & Partnerships

Hours

0.6 FTE (ongoing)

Salary

Available upon request

At the Jewish Museum of Australia, we illuminate Jewish life. At the intersection of art and Jewish culture, our museum is a place for all people to share in the Australian Jewish experience. Through a vibrant calendar of onsite and online experiences and events, the Jewish Museum is recognised as one of Australia's leading community arts/culture organisations.

Celebrating global Jewish excellence and everydayness through an Australian prism, we inspire curiosity, conversation and play with engagement and connection at our heart. Guided by our strong belief in the power of museums to change lives, we create world-class exhibitions and programs that convey the stories of our diverse community and enhance social cohesion.

PRIMARY PURPOSE

Reporting to the Head of Brand & Partnerships, the Grants & Partnerships Coordinator is responsible for scoping and developing the Museum's grant pipeline, focussing strongly on trusts and foundations, philanthropic and corporate partners, government departments and agencies. Expected to cultivate excellent relationships with external stakeholders, this role also works closely with others in the team, including the Director & CEO, to nurture existing and pursue new funding opportunities and partnership alignments.

Part of a talented department that oversees, facilitates and extends the Jewish Museum's positioning and engagement, this newly defined position requires an astute, proactive and collaborative approach, demonstrated ability to write succinctly, creatively and convincingly, and a passion for the illumination of Jewish life and arts/culture more broadly.

KEY RESPONSIBILITIES

Research & Development

- Investigate, track and support positioning and planning for Jewish Museum funding opportunities, including trusts and foundations, philanthropic and corporate partners, government departments and agencies;
- Effectively participate in donor and partner identification, engagement and diversification efforts;
- Develop, lead and track grant and partnership proposals, directly coordinating and managing the collation and submission process in collaboration with multiple departments/stakeholders;
- Write, edit and finesse all grant/partnership proposal documents for accuracy and quality control and according to the Jewish Museum's brand guidelines;
- Strategically assist in the compilation and editing of grant/partnership proposal budgets, coordinating effective communication and information-transfer between all relevant departments.

Grants Management

- Ensure grant-supported projects and partnered programs are well-administered and implemented in accordance with relevant expectations and regulations per agreement and acquittal guidelines;
- Produce and provide high-quality, well-written and timely reporting (internal and external) for grant/partnership activities, coordinating relevant insights and content from multiple departments;
- Assist other team members in their understanding of reporting and compliance requirements for grant-supported projects and partnered programs;
- Proactively identify compliance risks within the grant/partnership portfolio and advise Leadership Team members as required.

Partnerships Management & Stakeholder Relationships

- Play a lead role in stakeholder analysis and potential partner mapping and review;
- Work closely with the Director & CEO and Head of Brand & Partnerships to identify, liaise and negotiate opportunities for meetings and proposals with potential partners;
- Collaborate with other departments to verify and issue various types of grant/partnership agreements;
- Contribute to the review of different partnerships and stakeholder relationships, including successes, challenges and lessons learned;
- Liaise with colleagues at other museums, arts/culture and community organisations to develop partnership opportunities and cross-promotional activities.

Administration & Organisational Responsibilities

- Ensure grant activity and other appropriate information is documented and tracked in a timely and accurate manner;
- Use prescribed databases and frameworks to record stakeholder information and report outputs to meet funding agreements;
- Support effective internal communications by sharing relevant information with colleagues in a timely and generous manner;
- Actively participate in regular department and full team meetings and contribute to a collaborative and multidisciplinary culture of creativity, excellence and innovation.

Other duties

You may be required to perform additional duties that are incidental to your key duties.

OHS AND RISK MANAGEMENT

In the context of Occupational Health and Safety policies, procedures, training and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:

- Follow reasonable instruction;
- Cooperate with their employer;
- Maintain and observe all current Health and Safety policies and procedures
- At all times, take reasonable care for their own health and safety and that of other persons that may be affected within the Workforce.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Grants & Partnerships Coordinator is accountable for:

- The quality and timeliness of their work;
- Applying excellent interpersonal and communication skills in dealing with stakeholders, visitors and other colleagues.

The extent of authority for this position includes:

- Performs work under some supervision either individually or in a team environment, calling upon the advice of more senior staff when necessary.

The Grants & Partnerships Coordinator is accountable to the Head of Brand & Partnerships for the achievement of goals and objectives established for the position.

SKILLS AND KNOWLEDGE REQUIRED

The Grants & Partnerships Coordinator will possess the following knowledge and skills:

- Excellent written and verbal communication skills and attention to detail;
- Excellent organisational skills and ability to set priorities, meet deadlines and achieves targets;
- Highly developed IT skills including proficiency in the Microsoft 365 software suite.

PREREQUISITES

- You are permitted to work in Australia and can provide evidence on request;
- You will hold and maintain a Working with Children Check (or agree to obtain one prior to appointment), nominating the Museum as your employer;
- You permit to undergo a Police Check at the commencement of your employment at the expense of the Museum. Your employment at the Museum is subject to the satisfactory outcome of the Police Check.

KEY SELECTION CRITERIA

- Qualification in public relations, communications, arts management, community development or related area of study;
- At least five years' experience in grant writing and partnership management within an arts or non-profit environment;
- Exceptional administrative, interpersonal and written and verbal communication skills including the ability to liaise confidently with staff, volunteers, government agencies, community groups and other key stakeholders;
- Proven competence in project and budget management, meeting targets and timelines, and resolving challenges to respond to organisational needs;
- Excellent knowledge of the arts/culture and community sector and confidence in establishing strong partnerships and collaborative opportunities;
- Sound understanding and appreciation of Jewish history, life and culture.