



## **GRANTS AND PHILANTHROPY DEVELOPMENT MANAGER – SCHOOL OF INDIGENOUS STUDIES**

The University of Divinity seeks to recruit a Grants and Philanthropy Development Manager for the School of Indigenous Studies for immediate commencement. This is a part-time (0.6 FTE) position for a fixed term of three years, and open to a further extension. The position could be located either at the University's Brisbane offices or at the main campus at Box Hill in Melbourne.

### **APPLICATIONS**

Closing date for applications:	<b>5pm on 29 November 2022</b>
Applications must include:	A cover letter addressing the selection criteria A curriculum vitae Contact details for three referees
Send applications electronically to:	Anjali Antoniotti Chief of Staff aantoniotti@divinity.edu.au

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## **About the University**

The University of Divinity delivers education and research in theology, philosophy and spirituality and for over one hundred years has prepared its graduates for ministry, leadership and community service.

The University is regularly ranked by students as the top University in Australia for student satisfaction and learner engagement, reflecting the high quality of its curriculum and the dedication of staff to working with small classes.

The University operates across Australia and works in partnership with Colleges in Adelaide, Brisbane, Melbourne, Sydney and Perth, together with over thirty churches, religious orders and associated organisations in a unique ecumenical enterprise. The main campus is located at the St Paschal Estate in Box Hill in the eastern suburbs of Melbourne, Victoria.

The University's Vision is that

*Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.*

For more information, please see [www.divinity.edu.au](http://www.divinity.edu.au).

## **About the School of Indigenous Studies**

Launched in December 2021, the School's mission is to encourage the development of Aboriginal and Torres Strait Islander theologies and ministries, and to decolonise the Eurocentric versions of Christianity that remain dominant in this country.

This will be achieved through:

- forming respectful relationships with Aboriginal and Torres Strait Islander communities and Elders and with Indigenous councils and assemblies amongst the University's partner churches
- delivering Aboriginal, Torres Strait Islander curriculum in partnership, where appropriate, with the University's Colleges
- encouraging and developing a University-wide research culture that embeds Aboriginal and Torres Strait Islander methodologies, ontologies, and epistemologies along with Indigenous approaches to theology and ministry that seek to inform and challenge the wider church and community.
- providing a culturally safe and supportive environment for Aboriginal and Torres Strait Islander peoples to promote access, retention and success in theology and ministry.
- continuing to transform the cultures and activities of the University, its Colleges, and partners, to promote justice and equity and to address the impact of colonisation.
- developing innovative and engaging learning experiences with the wider church and community that foster knowledge, respect and understanding of Aboriginal and Torres Strait Islander histories and knowledge and of shared histories that are purposeful, and transforming.

## **POSITION DESCRIPTION: GRANTS AND PHILANTHROPY DEVELOPMENT MANAGER**

The Grants and Philanthropy Manager is responsible for securing financial funds for the School of Indigenous Studies by managing, identifying, coordinating and preparing funding and bid opportunities.

### **1. Key responsibilities**

#### **1.1 Funding**

- a) Manage the preparation of tender/proposal responses drawing on input from other teams including marketing, finance, quality, safety, HR, IT etc.
- b) Deliver robust business development support to the modelling of project and program activities to ensure viable and criteria compliant bids are submitted.
- c) Create clear, concise and high-quality response documents.
- d) Lead the tender, grants and proposal response processes for individual opportunities, ensuring consistent management of the volume and variety of opportunities allocated.
- e) Systematically scan the market for opportunities, and as required, provide analysis of all relevant opportunities.
- f) Forecast inhouse resourcing requirements necessary to meet the demands for future bid/s.
- g) Undertake analysis of EOI's, RFP/RFT's, accurately identifying key requirements and opportunities, and communicating these effectively to internal stakeholders as part of the planning process.
- h) Participate in, and/or lead the consultation processes and design workshops to develop innovative, outcome focussed, next practice solutions to include in bids.
- i) Contribute to resourcing, budgets and solution planning to ensure the pitch to tenders/proposals is feasible.
- j) Develop key messages and brand positioning for each tender/proposal
- k) Provide advice to any resulting presentation team/s on the key messages, style and pitch of their presentation as it relates to the particular requirements of the authored RFP/RFT/ grant and client needs.
- l) Provide advice concerning any issues/risks which are identified, as part of the bid co-ordinating or other associated processes.
- m) Evaluate and analyse success rates, tender feedback and other key metrics to ensure a fresh, innovative approach to tender responses is maintained.
- n) Develop and prepare high quality reports and contribute to ensuring a cycle of continuous improvement is embedded in the way Bid services are provided.
- o) Ensure an exceptional level of quality in the final versions of all tenders, proposal and grants responses through strong proofing, review and checking processes.
- p) Ensure all relevant records and files are completed and actioned in a timely manner ensuring privacy and confidentiality is maintained within legislative requirements and organisation policies and procedures.

#### **1.2 Policy and procedure for SIS Programs, Networks Consultancies**

- a) Deliver high quality and culturally appropriate policy and procedure advice and support, including reports on policy and procedure development. Evaluate different types of policies and make recommendations for changes to the Head of SIS.

- b) Review the First Nations Alliance compliance with policies and procedures.
- a) Support to the SIS Manager in the drafting, auditing and review of policies and procedures, and in the preparations of budgeting, reporting, planning, and auditing.
- c) Ensure exemplary quality processes are nurtured and maintained, and ideas and innovations are encouraged and explored.
- d) Support the development of the Terms of Reference for the Ecumenical Network and Elders Council.
- e) Identify opportunities within the strategic direction.

### 1.3 Operations

- a) Align the School of Indigenous studies goals, processes and resource allocation with the organisational strategy.
- b) Assess market trends and competitors, and identify threats and opportunities.
- c) Present findings, projections and recommended actions; and, plan, implement and manage proposed recommendations and projects.

## 2. Key working relationships

The Grants and Philanthropy Development Manager – School of Indigenous Studies

- 2.1 Reports to the Head of the School of Indigenous Studies
- 2.2 Works closely with the staff of the School of Indigenous Studies
- 2.3 Works closely with staff in the Office of the Vice-Chancellor

## 3. Selection Criteria

### *Essential*

- 3.1 Demonstrated experience working with Indigenous peoples
- 3.2 Sound knowledge of Indigenous history and the impact on contemporary communities.
- 3.3 4 years+ experience managing policy, procedure with compliance experience preferred.
- 3.4 4 years+ experience working in the tertiary or vocational education sector.
- 3.5 2 years+ experience managing bids and tenders at a national level.
- 3.6 2 years+ experience leading business development activities.

### *Desirable*

- 3.5 Large tender experience across a national footprint.
- 3.6 Excellent understanding of business operations and procedures.
- 3.7 Excellent communication and interpersonal skills.
- 3.8 Strong organisational and planning skills.
- 3.9 Outstanding research and analytical abilities.
- 3.10 Project management skills.
- 3.11 Strong leadership skills.
- 3.12 Innovative and solutions focussed

**4. Terms and conditions**

The position of Grant, Philanthropic Funding and Operations Officer – School of Indigenous Studies is a part-time (0.6 FTE) fixed-term appointment subject to completion of a six-month probationary period and satisfactory performance. The position will be remunerated under the *Higher Education Industry - General Staff* award on the University's salary scale at HEW 6.1 (pro rate of \$92,591.82 full-time equivalent, effective from 1 January 2023) plus 10.5% superannuation and 17.5% annual leave loading.