

Grants Researcher

Position title: Grants researcher

Location: Flexible, distance working is an option, meetings required

Position type: Volunteer / Internship (unpaid)

Hours required: Flexible – approx. 8-16 hours per week

Applications accepted on a rolling basis, **please apply as soon as possible.**

About the role

We are looking for a passionate and motivated grant researcher to assist us with our fundraising efforts!

You would be responsible for seeking grants and raising support from foundations, corporations, and government sources requiring proposals for both unrestricted operating revenue and restricted projects.

We are happy to sign off on any accreditation/study requirements as well as provide a letter of recommendation and make ourselves available for reference phone calls.

Who are we?

The Sydney Peace Foundation is a not-for-profit at the University of Sydney. We award the Sydney Peace Prize, Australia's international prize for peace. The prize brings inspiring stories of courage and dedication to peace, justice and human rights to the Australian and Sydney stage, educates the community on the work of the world's most effective peacemakers, and honours the remarkable people at the heart of these stories.

We rely on the great work of interns and volunteers, who are valued members of a small and highly motivated team. Your expertise is valued, so this is a great opportunity to get hands-on experience, be involved in projects from start to finish, and see the organisation grow thanks to your work!

Responsibilities

- Research and identify grants applicable to the Sydney Peace Foundation and Sydney Peace Prize
- Produce extensive institutional donor profiles; target appropriate ask amounts; and prioritise and evaluate prospects for private sector, foundation and government grants.
- Prioritise timing and manage the preparation and submission of grants proposals.
- Work with Director and Executive Officer to write proposals, budgets, reports and other ancillary materials.
- Assist with other fundraising projects as requested.

Application requirements:

- Demonstrated experience with grant writing and management
- Track record raising money from foundation and government sources highly regarded
- Previous experience with not-for-profit fundraising

- Clear written and verbal communication skills
- Initiative and ability to work independently while part of a team
- Ability to multi-task, work under time pressure, prioritise and self-motivate
- Meticulous attention to detail, and ability to think creatively.
- Demonstrated interest in human rights and social justice.
- Commitment to work voluntarily, two to three days per week in our office at Sydney University or from distance. There is flexibility around working times/days.

How to apply:

Are you looking for an opportunity to gain highly regarded work experience, and do your skills match what we're looking for? Then we would love to hear from you.

Email your resume and a cover letter (no more than one page) to peace.foundation@sydney.edu.au. Please include 'Grants researcher' in the subject line.

In your cover letter, please explain why this opportunity excites you, how you think your skills meet the requirements of the role and how many days per week you would like to work. Applications without a cover letter will not be considered.

You can find more information about the Foundation and the Sydney Peace Prize on www.sydneypeacefoundation.org.au.