



Position Description

Position Title: Grants Manager

Reports to: YGAP Partnerships and Business Development Manager

Position type: Two days per week in Melbourne, Australia. **(Voluntary)**

About YGAP

At YGAP we back local leaders - or as we like to call them 'impact entrepreneurs' - with solutions to local problems in some of the world's toughest communities.

Rather than imposing our perceived solutions on a foreign community, we support the local leaders who live there and have developed their own solutions to poverty alleviation or reduction. Our role is to help refine and scale their solutions.

We currently work in Australia, Bangladesh, Kenya, and South Africa and so far have supported 294 local leaders to improve the lives of 392,999 people living in poverty.

Position Summary:

We are seeking an enthusiastic and experienced volunteer to research and submit grant applications to government, community and philanthropic organisations on our behalf, while working in conjunction with YGAP's Partnership Manager. This position is critical to our ability to grow our impact.

YGAP

YGAP is an International Development not-for-profit with an innovative approach to poverty alleviation.

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The Grants Manager would be responsible for:

- identifying funding sources;
- preparing submissions (including costing);
- following-up on submissions to determine their progress, and
- ensuring reporting requirements are met for new and existing grants.

As a volunteer you would be a welcome addition to our dynamic team.

If you would like to make a difference, and have experience in writing submissions, then we would love to talk to you.

Key skills and requirements:

- Interest in and understanding of international development as well as of the needs and interests of donors, particularly with regards to trusts, foundations and philanthropists (high net-worth individuals);
- Experience working in an international organisation and contact with country programs;
- Excellent writing skills and a passion to research, source information, prepare clear, concise and compelling written proposals and reports that meet/exceed donors' expectations and develop a strong relationship;
- Ability to manage a varied workload and respond to tight deadlines and changing priorities;
- Attention to detail and an ability to place yourself in a donor's shoes;
- Ability to maintain administrative systems and processes for managing documentation and project funding information;
- Experience developing fundraising or marketing materials.

Application Process:

For further information, or to apply for this role, please send your CV to patrick.ocallaghan@ygap.com.au

Applications close: 9 June 2017.

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