

POSITION DESCRIPTION – VOLUNTEER GRANT/SUBMISSION WRITER

Organisation Name:	The Dr Edward Koch Foundation
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Position Address:	4 Melaleuca Street, Manunda
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Reports to:	Dulcie Bird
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Contact Information:	Phone: 07 4053 6757 Email: dulcie.bird@kochfoundation.org.au Mobile 0409 765 305
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Training provided:	Orientation Skill Session Training On-the-job MHFA Course Life Suicide Awareness & Prevention Workshop
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Responsibilities:	Gain a complete understanding of the Foundation’s programs, goals and financial needs Prepare, apply a persuasive writing style and produce successful grant submissions for funding applications Keep in contact with each grant-making organization to check on the progress of the grant applied for Submit progress reports, if requested, to any grant-making organization that has funded a program Comply with and utilise contemporary human resource management requirements and practices including workplace health and safety, equal employment opportunity and anti-discrimination policies Perform other duties that may be required from time to time as directed by the Chief Executive Officer – Dr Edward Koch Foundation
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Skills required:	Previous grant submission, including research experience High standard of grammar and research skills Ability to decipher complicated instructions and grant guidelines Excellent organisational and communication skills Ability to meet tight deadlines Prefer a degree in Communications or relevant qualifications in creative writing
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Skills to be gained from this position:	Computer skills; teamwork; time management, problem solving
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Preferred volunteer attributes:	Outgoing disposition and well-groomed Tact, diplomacy, confidentiality and discretion in dealing with staff and public are important The applicant should be able to exercise initiative and work unsupervised.
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