Position Description

Very Special Kids believes that all children and young people have the right to a quality of life, no matter how long or short their life may be.

Position Title	Trusts and Foundations Co-ordinator
Location	321 Glenferrie Rd Malvern
Department	Fundraising & Marketing
Reporting To	Philanthropy Manager
Main Purpose of Position	The Trusts and Foundations Co-ordinator is responsible for coordinating and strengthening the organisation's trusts, foundations and grant funding opportunities. Working closely with the Philanthropy Manager and Philanthropy Specialist, the role will proactively identify funding opportunities, develop compelling grant applications, steward funder relationships, and ensure high-quality impact and financial reporting. The Trusts and Foundations Co-ordinator will play a critical role in securing philanthropic support by matching organisational priorities with funding opportunities and demonstrating the impact of donor investment through effective relationship management and reporting.
Number of Direct Reports	N/A
Skills & Experience	Qualifications • A degree in Fundraising, Business, Marketing or a related field is desirable. Experience • A minimum of 2 years' fundraising or relationship management experience in a similar role. • Understanding of Australian philanthropic and grant-making environments, with experience in the writing of grant applications, progress and acquittal reporting. Additional Requirements • Valid Working with Children Check (WWCC) • National Police Check Skills • Exceptional written communication skills, including the ability to write compelling grant applications, funding submissions, donor reports and impact stories tailored to different audiences

	• Demonstrated ability to work independently with efficient time and task management skills to coordinate multiple priorities and deadlines simultaneously. • Strong initiative, problem-solving and decision-making skills, with the ability to identify opportunities and progress work with minimal supervision. • High attention to detail and accuracy. • Strong relationship-building and stakeholder engagement skills. • Proficiency in CRM databases (preferably Salesforce) and Microsoft Office applications. • Energy and passion for connecting prospective supporters with the work of Very Special Kids; A compassionate and socially minded individual who understands and respects the purpose and vision of Very Special Kids and the challenges associated with working within the not-for-profit sector.
Key Responsibilities	• Support the implementation of the trusts and foundations fundraising strategy. • Maintain a pipeline of grant opportunities and funding prospects, working with Strategic Grants and the GEM portal. • Lead the development of high-quality funding applications and proposals, crafting compelling cases for support that align organisational needs with funder priorities and interests. • Build and steward relationships with trusts, foundations and philanthropic partners, developing tailored engagement opportunities and impactful communications. • Monitor funding rounds, grant programs and philanthropic trends. • Maintain a grants calendar and ensure key deadlines are met. • Maintain accurate records within the CRM (Salesforce) and grant tracking systems (Strategic Grants). • Research and identify prospective trusts, foundations and grant opportunities. • Assess funding opportunities against organisational programs, priorities and funding needs. • Coordinate the development and submission of grant applications, expressions of interest, funding proposals and acquittal reporting. • Work with internal stakeholders to gather information, outcomes data, budgets and supporting documentation. • Ensure applications are submitted accurately and on time. • Maintain a library of case for support materials, organisational information and funding content. • Assist Philanthropy team in the coordination of small fundraising and recognition events and functions for the target groups.
Quality, Safety & Improvement	Very Special Kids employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety, and Improvement by: • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Actively participating in team meetings, staff forums and other sessions relevant to the role, and as required • Supporting an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities

	• Identifying risks, reporting, and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position • Complying with the principles of Child Safe Standards that relate to this position • Leading and providing supervision of volunteers directly involved in your work

Conditions of Employment	
Hours	Part Time working hours – 22.5 per week. Position may require out of hours work.
Salary Package	$95,745 per annum pro rata plus superannuation Salary packaging available as Not for profit organisation as per Charity, Aged Care and Disability Services - $15,900 + $2,650 (Meal Entertainment) = $18,550
Tenure	Permanent ongoing
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.

Approvals:	
Created by:	Jane Dinn
Approved by:	Marcia Christmas
Date of Last update:	November 2026