



Canberra City Farm Role

Fundraising and Grants Coordinator

Position title:	Fundraising and Grants Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> • The CCF Fundraising and Grants Coordinator conducts and organises key aspects related to supporting CCF Fundraising and Grants activities. • The purpose of the CCF Fundraising and Grants Coordinator is to: <ul style="list-style-type: none"> ○ Increase the funds available for CCF to carry out its activities in the community and promote the long-term financial sustainability of the CCF organisation. ○ This role has the potential to occupy several volunteers and may involve coordinating and supervising other volunteers.
Key responsibilities	<ul style="list-style-type: none"> • Identify grant opportunities for CCF. • Assist with preparing and writing grant applications. • Identify and attract potential sponsors. • Develop and maintain sponsorship/partnerships with local businesses and other organisations. • Initiate funding and membership drives. • Develop business models for specific CCF projects, like the Food Box Initiative. • Explore the potential to work with other like-minded groups on developing alternative economic models for the whole of the ACT. • Mentor and support the next person to take on the position.
Existing arrangements	<p>Budget Templates</p> <ul style="list-style-type: none"> • A budget spreadsheet that can be used as a template for grant applications has been established and used successfully to acquire grants. • Previous text used for grant applications is available.
Minimum period	<ul style="list-style-type: none"> • 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> • An innovative and creative approach to funding. • Experience in successfully applying for grant monies. • Experience in developing and maintaining relationships in business, government and not-for-profit sectors would be an advantage. • Excellent written and oral communication skills.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> • Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.



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Benefits for the volunteer:	<ul style="list-style-type: none"> • Increased skills and self-confidence. • Contributing to grow the CCF community. • Practice field for developing and practicing coaching, influencing and grant writing skills.
Benefits to CCF:	<ul style="list-style-type: none"> • Stronger funding base. • Improved viability, reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> • Induction training. • Police check (if required). • Medical check (if required).
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	