



## GRANTS AND REPORTING LEAD

The Song Room is a purpose driven organisation that levels the learning playing field for children experiencing disadvantage through an impactful, sustainable and scalable approach to Arts Learning. In partnership with schools, we seek to develop creative, courageous and compassionate young people who take ethical and responsible action, recognise their shared humanity and help shape a better world.

In working for The Song Room, you directly contribute to addressing the educational equity gap for some of Australia's most disadvantaged young people.

## OUR CULTURE

Our values of creativity, integrity, collaboration, empowerment and inclusivity shape our impact and culture. The Song Room relies on team members to embrace a positive culture by:

- Visibly demonstrating the values and philosophy of The Song Room
- Contributing as a member of a team of learning leaders
- Developing strong and productive professional relationships
- Championing an inclusive and collaborative working environment
- Driving innovation and creative initiatives that achieve organisational growth
- Advocating for The Song Room and its achievements.

## PURPOSE

The Philanthropy and Partnerships team is responsible for building a diverse, highly engaged group of co-investors who support The Song Room to maximise its impact. We do this through exceptional partner engagement, stewardship, communication, written and verbal submissions; championing a strong philanthropic culture within The Song Room team and community.

The Grants and Reporting Lead is responsible for the management of the end-to-end processes for the grants, trusts and foundations portfolio. This includes the ongoing delivery of progress reporting, acquittals, engagement activities, stewardship, prospect research, and exceptional moves management administration specific to the portfolio.

By leveraging essential capabilities identified as crucial to this role, the Grants and Reporting Lead will have strong experience in identifying, preparing, and submitting high quality, compelling written communications; building collaborative relationships with staff, external partners and relevant industry bodies.

This role reports to the Head of Philanthropy and Partnerships. This role has zero direct reports.



## OUTCOMES

The following outcomes define the high-level expectations of the role that should be visible and evident:

- Manage end-to-end processes for the preparation and submission of high-quality applications and reports allocated to the portfolio – driving timelines and contributions across teams
- Excellent and organised approach to all stages of moves management specific to the portfolio, including prospect research, cultivation and engagement plans, coordination of stewardship (by phone and email), and moves management administration
- With the Head of Philanthropy and Partnerships, deliver account management and relationship development specific to the portfolio
- Identify and prepare funding pitches, email communications, engagement activities for existing and new portfolio partners
- Maintain quality data integrity and reporting within The Song Room's CRM (Salesforce)
- Actively contribute to the successful achievement of annual fundraising targets and KPIs
- Promote The Song Room and its achievements to internal and external audiences through story-sharing, story-gathering, and as an active member in the community
- Consistent, professional and timely advice and assistance to staff and management. This includes dealing with confidential and sensitive matters, and the escalation or resolution of issues
- Commitment to child safety, The Song Room's Child Safe Policy and Code of Conduct adhered to at all times.

## ESSENTIAL CAPABILITIES

The following capabilities define the high-level expectations of the role that should be visible and evident:

<b>Communication</b>	Able to communicate with clarity and impact to facilitate individual and collective understanding, action or information exchange.
<b>Adaptive Mindset</b>	Able to adjust to change and maintain their curiosity while dealing with disruption, pressure and setbacks in a resilient, positive manner.
<b>Problem Solving</b>	Able to define and analyse problems, generate optimal solutions and make recommendations.
<b>Initiative and Drive</b>	Able to appreciate personal strengths and weaknesses and effectively relate to others in a professional manner. This includes being able to work independently, set and attain personal and work-related goals, being motivated and accepting responsibility their own actions.



## EXPERIENCE, QUALIFICATIONS & REGISTRATIONS

- Minimum 4+ years of experience in a similar role; or transferrable skills with clearly demonstrated capacity to meet / exceed the requirements of the role
- Experience in Salesforce, Tessitura, or similar CRM (essential)
- An undergraduate degree in a relevant qualification (desirable)
- Current Working with Children Check (WWCC). Some roles may also require a Police Check.
- High level written, verbal and presentation communication skills.

## CHILD SAFETY

All staff at The Song Room have an obligation to always ensure child safety is paramount and report any concerns they have, in line with our duty of care obligations. You will be required to always have a current working with children check or similar. The Song Room has zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

## DIVERSITY AND INCLUSION

At The Song Room, diversity and inclusion are integral to our mission. We believe that our workforce should reflect the rich diversity of the Australian community. We embrace difference and diversity of identity, experience and thought, and we actively strive to create an inclusive workplace that encourages a sense of belonging.

We acknowledge the traditional owners of the lands on which we work, create and learn. The Song Room's head office is located on lands of the Wurundjeri Woi Wurrung peoples of the Eastern Kulin nation.

*The Song Room operates within a flexible hybrid-working model in accordance with its current policy. Position descriptions may be amended from time-to-time by The Song Room to meet its changing requirements.*