

## Position Description

---

**Position Title**      **Contract – Grant & Funding Writer**

---

NTAHC is the key non-Government organisation working in the area of blood-borne viruses, education and support in the Northern Territory.

Our Vision is for the elimination of Blood Borne Virus transmission and for a world that strengthens and sustains people living with Blood Borne Viruses.

Our Purpose is to be the leaders in the eradication of Blood Borne Viruses in the Northern Territory.

**OUR VALUES:**

- Inclusive
- Informed
- Respect
- Acceptance of cultural and social diversity
- Innovation

**Our strategic goals:**

1. Prevent further spread of Blood Borne Virus transmissions
2. Improve the health and wellbeing of people living with and affected by Blood Borne Viruses
3. Reduce stigma and discrimination
4. Strengthen community engagement
5. Identify and adapt to the changing landscape of affected communities
6. Ensure the organization is recognized as the industry expert in the NT
7. Increase organizational resilience and sustainability

**Location:**                      To be negotiated (Do not need to be located in the NT, but is preferred)

**Responsible to:**              Executive Director and Business Manager

**Staff reporting to  
this position:**                  Nil

**Responsible for:** Seeking funding and grants for the organisation

- Seeking funding opportunities and writing the funding submission in collaboration with the Executive Director, Business Manager and Program Coordinators.
- Seeking Grant opportunities and writing the grant submission in collaboration with the Executive Director, Business Manager and Program Coordinators.
- Develop a grant and funding document with all possible leads
- Update and upkeep of funding and grant submission register

**Position Aims:**

To seek and secure funding for the organisation in collaboration with the Executive Director to secure the future of the organisation.

**Selection Criteria:** To competently perform in this position, the person needs to possess the following knowledge, skills and experience.

**Essential:**

- A track record of successful grant writing and negotiation for a non-profit organization
- Knowledge of fundraising, grant and tender information sources and skills in assessing the prospects to maximize return on investment in bidding processes
- A proven self-starter, with initiative, ability to plan, organize, set priorities, manage own workload, schedule projects and meet deadlines with minimum supervision
- Demonstrated ability to gather, analyse and utilize service level data and stories to inform proposals, including the ability to generate relevant statistics
- Demonstrated ability to cultivate and maintain effective working relationships that result in partnership and funding opportunities
- Demonstrated ability to write and edit clearly and concisely, to prepare structured and persuasive proposals and draft supporting documents for proposals
- The ability to communicate and negotiate effectively in the fundraising space
- Demonstrated professional maturity, including a strong work ethic, integrity, the ability to work constructively under pressure, show respect to others, respond resourcefully when challenges arise and accept responsibility for own actions, learning and change

**Desirable:**

- An understanding of the sector and issues related to HIV, blood borne viruses, and associated health, wellbeing, human rights and stigma and discrimination.
- Knowledge of NTAHCs priority populations and health issues, such as Gay Men and men who have sex with men; Aboriginal people; Sex Workers; people who inject drugs; Sistagirls and transgender people; people living with a BBV; and people travelling to and from high prevalence countries.

This contract will be negotiated on time frame. If the successful person is able to secure funding for the organisation this may result in a permanent position for the successful applicant.

**Contracted hours and rate to be negotiated depending on experience and secured funding.**