



## **JOB DESCRIPTION**

### **Grants Officer**

**Team:** Programs

**Status:** Full time

**Commencing:** July 2015

#### **Job context**

Blue Dragon Children's Foundation is a grassroots Australian charity reaching out to children in crisis throughout Vietnam. Blue Dragon kids are street kids, children with disabilities, children at risk of trafficking and exploitation, and survivors of human trafficking. Our primary aim is to rescue kids from danger, reunite them with their families when we can, and provide all the services needed for recovery and growth. Blue Dragon operates five programs throughout Vietnam, and has a staff of 68 situated in Hanoi and Hue.

The Programs team provides support and management services to Blue Dragon programs. The Grants Officer works closely with the Head of Programs to pursue grant funding opportunities to support and enhance the delivery of program activities, reports on program activities to donors, and assists in knowledge management and program coordination.

#### **Key objectives**

- Develop high quality grant proposals for major donors in order to secure sustainable funding sources for Blue Dragon's programs
- Support the Head of Programs with management of program spending
- Support program staff to monitor and evaluate their activities for the purposes of grant development and donor reporting
- Manage knowledge on program activities, including qualitative and quantitative data, and support the dissemination of knowledge to key donors, partners and other team members
- Enhance relationships with major donors by collecting and documenting data on program activities for reporting purposes
- Ensure Head of Programs is provided with assistance in all aspects of program coordination
- Uphold Blue Dragon's mission and values

#### **Reporting**

The Grants Officer reports directly to the Head of Programs.

## Duties and responsibilities

### ***Grant management***

- Actively search for and identify potential new grant opportunities, and work from internal databases to identify upcoming grant opportunities in liaison with Head of Programs.
- Complete grant proposals at the direction of the Head of Programs
- Provide assistance on grant applications led by other staff members
- Monitor and track outstanding grant applications and update internal databases
- Work with programs to ensure there is effective monitoring of grant activities according to relevant logframes and workplans

### ***Knowledge management***

- Work closely with the Head of Programs to monitor and report on activities and outcomes to donors
- Strengthen existing systems for managing and reporting program knowledge
- Provide information to both the Fundraising and Communications Teams on program activities including photographs, reports and data
- Identify gaps in program funding and disseminate this information to the Fundraising Team
- Provide regular reports on work in progress to the Head of Programs at weekly meetings

### ***Administrative and program coordination support***

- Support Head of Programs with general administrative tasks, including travel arrangements, filing and routine correspondence with external stakeholders
- Support Head of Programs in coordinating activities, information and data across programs
- Provide support to CEO, via the Head of Programs, with donor management as required

### **Selection criteria (must be demonstrated in written applications)**

- Vietnamese national
- Excellent English language skills, both written and oral
- Excellent writing skills, including the ability to write articulately and persuasively when presenting a case for funding
- Up to two years' experience in a position that includes proposal preparation, grant writing, development and submissions to major donors or similar where skills are transferable to the grant environment
- Skills in accessing electronic data resources, and gathering and analysing data for reports and grant development
- Skills in developing proposal budgets preferred
- Demonstrated commitment to Blue Dragon's values
- Experience in working in a non-profit environment preferred
- Ability to work independently, set priorities and complete work accurately and timely
- Desire and proven ability to work as part of a team

Blue Dragon provides equal employment opportunities for open positions to all qualified persons without discrimination or harassment. Blue Dragon will make reasonable job accommodation for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected.

Interested applicants should send a CV and covering letter to Laura Milne [laura@bdcf.org](mailto:laura@bdcf.org)