

ROLE:	Grants and Fundraising Coordinator
REPORTS TO:	Chief Executive Officer (CEO)
PARALLEL SUPPORTS:	Membership/Events/Advocacy
KEY STAKEHOLDERS:	External Providers: Grant Makers, Donors, sponsors, partners, and community organisations Internal Providers: VESPIIA members and Operational Committee teams.
STATUS:	Volunteer Position

ORGANISATION OVERVIEW

The Veterans, Emergency Services & Police Industry Institute Australia (VESPIIA) is a for-impact organisation built to support the supporters, acting as a peak body for the organisations, staff and volunteers working to deliver support and programs to Veterans, Emergency Services, Police and their families.

VESPIIA achieves this through providing advocacy and lobbying on behalf of the sector, professional development and networking events, resources and other support, to ensure our members can deliver the best possible support to the community.

ROLE OVERVIEW

The Volunteer Grants and Fundraising Coordinator will assist in identifying funding opportunities, supporting grant applications, and fostering partnerships to enhance VESPIIA's capacity to deliver meaningful programs. This role will work collaboratively with the Operational Committee and other volunteers to develop resources and build relationships with donors and sponsors.

KEY RESPONSIBILITIES

1. Grant Research and Writing
 - Assist in researching grant opportunities aligned with VESPIIA's mission.
 - Support the preparation and submission of grant applications, ensuring they meet requirements.
 - Collaborate with team members to gather necessary program details and budgets.
2. Fundraising Support
 - Contribute to the development of fundraising initiatives, such as sponsorship campaigns and community events.
 - Engage with potential sponsors to share VESPIIA's mission and build support.
 - Assist in drafting communication materials, such as sponsorship proposals and donor updates.
3. Donor and Partner Engagement
 - Help maintain a database of donors and partners, ensuring accurate and up-to-date records.
 - Support efforts to recognise and thank donors through personalised messages, reports, and public acknowledgments.
4. Administrative Support
 - Participate in maintaining a grants and sponsorship calendar, tracking deadlines and key dates.
 - Assist in monitoring funding progress and reporting outcomes to the Operational Committee.

KEY SKILLS AND COMPETENCIES

- Organisational Skills: Ability to manage multiple tasks and meet deadlines effectively.
- Communication Skills: Strong written and verbal skills to convey VESPIIA's mission and impact.
- Team Collaboration: Willingness to work closely with other volunteers and committee members.
- Research Abilities: Capability to identify and align funding opportunities with organisational goals.
- Passion for Service: A commitment to supporting those who serve our communities.

QUALIFICATIONS AND EXPERIENCE

- Prior experience in grant writing, fundraising, or event coordination is beneficial but not required.
- Enthusiasm for contributing to a volunteer-driven organisation.
- Familiarity with not-for-profit environments is a plus.
- Proficiency in using grant management software, CRM systems, and project management tools (e.g., Monday.Com, Keela) is an advantage.

COMMITMENT AND EXPECTATIONS

- Approximate time commitment: 3-5 hours per week, flexible based on availability and deadlines.
- Attend monthly Operational Committee meetings (virtual or in-person as required).
- Maintain regular communication with committee leads to report progress.

SUPPORT PROVIDED

1. Orientation to VESPIIA's mission, goals, and processes.
2. Access to templates, resources, and team support for grant and fundraising tasks.
3. Opportunities for skill development and networking within the sector.