



Position Title: Grant Coordinator

Employment basis: Permanent full-time with a six-month probation period

Based: North Sydney

ABOUT CUFA

Cufa is a small development agency with a focus on promoting financial inclusion and increasing financial literacy and improving economic livelihoods. Cufa has been developing community access to affordable financial services in the Asia Pacific region for over 45 years, working cooperatively at grass-roots through to government levels, building capacity in emerging financial cooperative movements, livelihoods programs and education to create sustainability, improve lives, and relieve poverty.

JOB PURPOSE AND REPORTING STRUCTURE

Cufa has a full time Grant Coordinator role available. The position will ideally suit an energetic and driven individual with a passion for the international development sector who has experience in developing and writing funding submissions and would like to use this role as an avenue to step into the programs side of the organisation.

Reporting directly to the CEO, responsibilities involve developing and responding to unilateral and multilateral funding opportunities. The key objectives for this position is the successful sourcing and bidding on funding opportunities aligned to Cufa's development mission. The Grant Coordinator is responsible for researching new grant and tender opportunities through multilateral organizations, government and foundations, working with the international projects team to create responses, and submitting tenders and proposals.

This is a newly established role, based in Cufa's North Sydney office. A probation period of six months will be in place and will contingent on the successful achievement of key KPIs.

KEY RELATIONSHIPS

- Chief Executive Officer
- Sydney team including the Country Systems and Reporting Manager and the Country Operations and Performance Manager
- Funding partners such as the Asian Development Bank, DFAT and UN agencies

KEY RESPONSIBILITIES

- Researching tender and grant opportunities through governments, multilaterals and global foundations
- Working with international staff to establish capabilities and project opportunities
- Budgeting potential projects

- Writing expressions of interest, tenders and grant proposals
- Other duties as required

ESSENTIAL CRITERIA:

- Tertiary qualifications in communications, business or international development
- Experience writing grant applications
- Excellent writing and verbal communication skills
- Experience working in an international context
- Knowledge and experience in international program development
- An understanding of the application of log frame and theory of change
- Attention to detail and the ability to meet deadlines
- Flexibility, resilience, ambition, a sense of humour and the ability to work well in a small team

WORKING CONDITIONS AND OTHER ESSENTIAL REQUIREMENTS

- The successful candidate must have the right to work in Australia.
- Adherence to written confidentiality policy/agreement is required.
- Permanent appointment to this position is dependent upon successful completion of a Police Check and signing of child protection policy and procedure code of conduct.
- In this position you will be required to conduct follow-up police check every two years or at any other time when required to do so by Cufa.
- Commitment and adherence to Cufa policies and procedures is required.

HOW TO APPLY?

To apply please send your application letter and resume to employment@cufa.org.au with the subject line *"Application – Grant Coordinator"*.