

## JOY Media

Victorian Pride Centre  
Level 1, 79-81 Fitzroy St  
St Kilda, VIC 3182

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Web joy.org.au



## Position: GRANTS & PARTNERSHIPS INCOME SPECIALIST

**Description:** The role of the Grants and Partnerships Income Specialist is to grow JOY's income streams by securing funding through, grant writing, and negotiation of partnerships with corporates, governments, significant donors, philanthropic trusts, and foundations as you raise funds for a diverse range of purposes benefitting the communities JOY Media serves.

**Team:** Income Services Team

**Reports to:** Income Services Manager

**Direct reports:** Nil

**Status:** Full time – \$80K to \$85K Base Salary

**Location:** Level 1 Victorian Pride Centre 79-81 Fitzroy Street, St Kilda, Vic, 3182

## JOY's Purpose.

JOY is Australia's LGBTIQ+ community media organisation, listed on the Australian Charities and Not for Profit Commission Register, with the purpose of building a more inclusive society. We do this by providing the opportunity for freedom of expression, the breaking down of isolation and the celebration of the culture, achievements, and pride of the diverse rainbow community.

You can hear and see stories from the LGBTIQ+ community and our allies on JOY 94.9 Radio (FM and DAB+), online via livestream, in JOY Podcasts and on JOY TV 24 hours a day, 7 days per week at joy.org.au

JOY sustains our work through donations, memberships, philanthropic funding and by providing income generating services to the community including advertising, live broadcasting, podcasting, audio visual and talent provision.

Based in St Kilda, Melbourne, Australia, the JOY team consists of a small paid staff and a large volunteer cohort who together bring news, music, information, and entertainment to our rainbow community and allies.

From our on-air presenters to our support teams, producers, newsreaders, podcasters, and everyone in-between we aim to represent our listeners because we are them.

## The values you will bring to your work.

**Joyous** - a celebration of diversity, talent, music and entertainment

**Inclusive** - a safe and supportive environment for all members of the LGBTIQ+ communities

**Courageous** - a way to change lives by speaking out, sharing stories and challenging boundaries.

## The role overview.

The role of the Grants and Partnerships Income Specialist is to grow JOY's income streams by securing funding through, grant writing, and negotiation of partnerships with corporates, governments, significant

donors, philanthropic trusts and foundations as you raise funds for a diverse range of purposes benefitting the communities JOY Media serves.

Working with the Services Income Manager, CEO, and leadership team, the Grants and Partnerships Income Specialist will deliver, secure, and enhance JOY's funding strategy to help ensure the ongoing sustainability and growth of the organisation.

*All position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards and ensure adherence to the JOY Melbourne Inc. rules of association; comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.*

## Your key responsibilities.

- Actively participating in the JOY leadership team to contribute to the successful achievement of our strategic plan for growth.
- Leading the execution, delivery, supervision, and continual improvement of JOY's funding strategies, to improve revenue acquisition and retention performance, including:
  - Sourcing, researching, writing, and submitting winning grant/funding applications.
  - Sourcing, negotiating, and managing corporate fundraising activities.
  - Ongoing cultivation, solicitation and stewardship of new and existing major donors and supporters to grow a diverse income stream including planning and delivering occasional events and campaigns.
  - Managing and building our bequest and philanthropic gifts programs.
  - Exploring and developing other revenue streams as opportunities arise.
- Setting and achieving targets for growth in total fundraising income.
- Analysing campaigns and reporting to ensure continuous improvement.
- Working in support of the Services Income Manager to ensure continued client liaison, during their absence.
- Working in conjunction with the Operations Team to design regular communications with new and existing stakeholders, including newsletters, website and social media content, and mailings.
- Ensuring all fundraising activities operate within relevant fundraising regulations and are in harmony with the Principles & Standards of Fundraising Practice of Fundraising Institute Australia.
- Ensuring JOY's Salesforce database is used effectively and efficiently to track fundraising management, servicing, and engagement processes.

## Our key selection criteria.

This is an ideal opportunity for the right person to develop JOY's fundraising from a relative green field position and for which our expectations are high, and to grow your personal position as a successful fundraising professional.

## Required skills, knowledge, and experience.

- Living or aligning within the LGBTIQ+ community, using your emotional intelligence and authenticity to continuously integrate knowledge of community into your practice.
- Significant (5 years +) experience within the fundraising, or similar not for profit sector roles.
- Significant (5 years +) experience in a leadership role managing teams, resources, and projects.
- Demonstrated record of success across components of the fundraising mix, including appeals, grants, bequests, philanthropic gifts and partnerships and other financial support.
- Strong networking skills and proven success in influencing stakeholders in a sensitive manner.
- Proven ability to develop, manage & evaluate strategic fundraising projects including budgets and forecasts.
- Proven ability to work independently and as part of a team, with ability to multi-task / time manage to deliver successful outcomes on a variety of projects concurrently.

- High level skills in oral and written communication.
- Demonstrated ability to inspire, encourage, foster and evaluate creative ideas and possibilities with a focus on continuous improvement.

## Performance Indicators

Success in this role will include measurement of:

- Strategic Fundraising Plan to complement JOY's Strategic Plan prepared, approved and implementation initiated within 90 days of commencement.
- Gross fundraising of \$200,000 (excluding bequests) within 12 months of commencement.
- Enthusiastic participation in all JOY's awareness, fundraising and promotional events as a team member.

## Academic qualifications / technical skills

- Intermediate skills and experience in Salesforce or other Client Relationship Management tools
- Intermediate skills and experience using Office 365 and cloud-based technology, CRM (Salesforce), Campaign Monitor, and other programs specific to role
- Tertiary qualifications or experience in a related discipline with fundraising, marketing and events management well regarded.
- Membership of Fundraising Institute Australia (FIA), Australian Marketing Institute (AMI) or similar association well regarded.
- Working With Children Check and National Police Check.
- All JOY staff, volunteers and contractors are also required to maintain current JOY membership.

## Application process.

To apply for this role, please forward your CV and covering letter, addressing the Key Selection Criteria in detail to [recruitment@joy.org.au](mailto:recruitment@joy.org.au) Applications will be taken on a rolling basis.