



Grants Intern

About Us

School for Life's vision is to educate poverty out of existence, we do this by promoting sustainable economic development through the provision of education and support services. We believe that all children deserve the opportunity to go to school and to determine their own futures.

Over the past 12 years we have grown from educating 80 students to over 1,600 students. We want to continue to expand and deepen our impact, to reach more children as we believe education is the key to transformational change.

Together we believe we can educate poverty out of existence. This is your chance to be part of our journey to create real change in the lives of vulnerable children, their families, and communities.

You'll be part of our small but dedicated team, who are passionate about changing the futures for children.

Position title: Grants Intern

Location: SFL offices, Suite 106, 1 -3 Gurrigal St, Mosman, NSW, 2088

Duration: 1 year

Position type: Volunteer – non paid

Hours required: approx. 8 per week/1 days flexibly distributed

Purpose of the position

Responsible for seeking grants and raising support from foundations, corporations, and government sources requiring proposals for both unrestricted operating revenue and restricted projects.

Key Responsibilities

- Research and identify grants for which School for Life Foundation is applicable.
- Produce extensive institutional donor profiles; target appropriate ask amounts; and prioritise and evaluate prospects for corporate, foundation and government grants.
- Prioritise timing and manage the preparation and submission of grants proposals.
- Work with Founding Directors to write all proposals, budgets, reports and other ancillary materials.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with Directors and staff to ensure each project or program is meeting proposal conditions and expectations.
- Monitor and manage grants income goal.

- Assist with other fundraising projects as requested.

Knowledge and Skills

- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Proven track record with institutional donors.
- Knowledge of basic fundraising techniques and strategies
- Excellent communication skills both oral and written
- Excellent computer skills with all Microsoft Office programs, database knowledge.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Experience with budget development and monitoring.
- Experience in program development.
- Knowledge of contracts and agreements preferred.

Qualifications

- Experience with grant writing and management.
- Proven track record on raising money from foundation and government sources.
- Program development experience preferred.
- Previous experience with non-profit fundraising.

What you will gain

- Grow your skills in researching opportunities for funding
- Be a member of an innovative team.
- Develop close working relationships with a team of skilled like-minded individuals.
- Gain skills in strategic grant writing and planning
- Opportunity to see directly what your work does for the community in Uganda and the children. Your role makes a tangible difference!

To apply

All applicants are required to submit:

- A current resume of no more than 2 pages.
- A cover letter of no more than 1 page outlining the applicant's characteristics and skills.

Please send all applications to the Philanthropy Coordinator, Lexi at lexi@schoolforlife.org.au

Shortlisted applicants will be notified of their progress shortly after applications close, and will be expected to be available interviews in the following week.