

Job Description



Position Title	Partnerships & Grants Coordinator	Level	B
Reports to (role)	Head, Development	Career Stream	Professional
Team	Development		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This role provides essential administrative, operational and coordination support across the full philanthropic funding lifecycle, including prospect research, application development, grant administration, stewardship, reporting and acquittal.

In addition, the role works closely with medical researchers, and professional services of finance, legal, and communications teams—along with other stakeholders to ensure the timely, compliant and effective delivery of philanthropic partnership activities and to support the growth of philanthropic investment in The Kids Research Institute Australia.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Grant & Partnership Administration & Stewardship	- Maintain a grants calendar of submissions, reporting obligations and stewardship milestones. - Track grant outcomes, funding commitments and grant agreement requirements. - Coordinate internal approvals and sign-off processes. - Maintain grant documentation, templates and records - Track/coordinate grant agreement progress, impact reporting, award updates and variations etc. - Assist in preparation and coordination of grant acquittals, progress reports, final reports and impact updates. - Maintain a donor/grantor-centric approach in all interactions.	- Reporting deadlines met. - Accurate grant records maintained. - Efficient grant administration processes. - Produce high-quality documents, reports and stewardship materials. - Demonstrate a donor-centric approach and maintain positive relationships with internal and external stakeholders.
Funding Application Coordination	- Coordinate timelines for philanthropic funding applications. - Assist in compiling application content and supporting documents. - Liaise with researchers and internal stakeholders to gather required information.	- Applications and proposals submitted on time. - High-quality and accurate application documentation.

	• Maintain application records, templates and submission schedules. • Assist in tracking grant budgets and funding allocations in consultation with the Development Services team, Finance and researchers. • Support quality assurance, formatting and submission processes. • Support the development of Partnership proposals.	• Positive feedback from researchers and internal stakeholders.
CRM & Data Management	• Maintain accurate grants and funding records, reporting schedules and stewardship activities within Salesforce. • Track proposal submissions, outcomes and stewardship activities. • Support portfolio reporting and performance metrics. • Develop and maintain dashboards and reports for regular reporting • Ensure data hygiene and consistency across all grant programs. • Salesforce implementation working group representative – support ongoing Salesforce updates and improvements. • Implement new CRM initiatives.	• Consistent and accurate fundraising and grants data • Ensures data entry and reporting tasks are completed within required timeframes. • Use CRM systems effectively to support fundraising activity. • Contributes to improvements in CRM processes and workflows. • Improved visibility of funding opportunities and outcomes.
Funding Research & Intelligence	• Conduct prospect research on trusts, foundations and corporate funders. • Monitor the Strategic Grants database and other funding sources. • Maintain prospect pipelines and opportunity tracking. • Support Managers with effective grants pipeline development. • Prepare prospect research briefs and funding opportunity summaries.	• Accurate prospect information maintained. • Timely identification of funding opportunities
Supporter Engagement and Meeting / Event Coordination	• Assist with supporter meetings, site tours, recognition activities and stewardship events. • Assist with the organisation of meeting packs, briefing notes, supporter research and guest bio sheets for small supporter events. • Assist with coordination of invite lists and RSVPs for Development events.	• Work collaboratively with colleagues involved in event planning. • Support smooth event delivery and positive donor experiences.
Cross-team Collaboration	• Work closely with the Managers, Strategic Partnerships to support the priorities of the grants and partnerships program. • Collaborate with the broader Development Team on stewardship and grant lifecycle. • Work closely with Development Services team to support key administration functions and reporting. • Develop productive relationships with researchers and other internal stakeholders to support funding applications and reporting.	• Work effectively with colleagues across Development and the wider Partnerships and Engagement Division.

	Partner with Communications Specialist on donor communications, appeals and content.	
Workplace Safety	- Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. - Identify and assess workplace hazards and apply hazard controls. - Report every workplace injury, illness or near miss, no matter how insignificant they seem. - Abide by Institute policies and procedures.	- Responsibilities are embedded in work practices. - All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Relevant tertiary qualification in Marketing, Communications, Business or a related field or proven experience in a similar role.
Essential Skills, Knowledge & Experience:	- Minimum 3 years' experience in an administrative, coordination or customer focused role, ideally within a not-for-profit organisation or similar. - Strong written and verbal communication skills. - Exceptional attention to detail with the ability to maintain accurate records and produce high-quality documentation. - Strong interpersonal skills with the ability to build positive relationships with internal and external stakeholders. - Demonstrated ability to coordinate multiple projects, deadlines and competing priorities with a high level of accuracy. - Ability to work as part of a high-performing team. - Highly developed digital literacy with CRM experience – preferably Salesforce or similar.
Desirable Skills, Knowledge & Experience:	- Experience in fundraising, philanthropy, grants administration or research funding. - Experience working in a health, medical research, higher education or not-for-profit environment. - A genuine interest in science and health research and how it impacts on children and families.

DIRECT REPORTS

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Approved by:	Head of Development
Date approved:	09/09/2026
Reviewed by P&C:	19/08/2026