

Grants & Fundraising Writer

Weave Youth & Community Services

Position title	Grants and Fundraising Writer
Reports to	Fundraising Lead
Program	Fundraising and Communications Team
Responsible for	<ul style="list-style-type: none"> Supporting all aspects of the grants/tender life cycle, including writing applications and preparing reports and acquittals. Supporting the production of written content for Weave's digital channels, newsletters, reports and stewardship materials.
Location	Weave Waterloo on Gadigal Land but you may be required to work at other Weave sites during the course of your employment. Flexible/hybrid work options available.
Hours	Part time (3 days per week / 21 hours per week) negotiable
Status	All positions at Weave are dependent on continued funding and are subject to a 6 month probation period.
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	<p>SCHADS SACS Level Paypoint 4.1 to Paypoint 4.4 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave hourly rate range for Level 4.1 to 4.4 is: \$48.41 - \$52.09.</p> <ul style="list-style-type: none"> Plus Superannuation @ 12% Plus Annual Leave Loading of 17.5%
Benefits	<ul style="list-style-type: none"> Generous salary sacrifice Above Award hourly rates based on a 35 hour week Bonus paid leave days over Christmas and New Year

About Weave Youth & Community Services

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 50 years.

Weave's purpose is to support individual and collective wellbeing and healing in the communities we walk alongside. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

Summary of the Position

Weave is looking for a strategic and creative Grants & Fundraising Writer to join our team.

In this role you will support the grants life-cycle, including writing applications, reports, and acquittals. You will work with the Fundraising Lead to research, write, and submit compelling grant applications to secure and sustain funding from a range of existing and prospective funding bodies. You will also support Weave's Fundraising & Communications team to produce written content as needed for our digital channels, newsletters, presentations, pitches, reports and stewardship materials.

This role is ideal for someone who:

- has strong writing skills
- is passionate about thoughtful and compelling storytelling
- can turn complex work into clear and impactful narratives
- has a deep respect for community voices, lived experience, and respectful, strengths-based, empowering communication.

Key Responsibilities

- Work with the Fundraising Lead to identify and assess funding opportunities aligned with Weave's strategic focus areas.
- Support and administer the grants life-cycle, including writing and submitting high-quality, compelling grant applications and preparing reports and acquittals with input from the relevant Weave managers and staff as required.
- Work with Weave staff to coordinate grant/acquittal support materials, including compliance with contracts, budgets and other supporting materials
- Coordinate and finesse copy for grant reports, Impact Snapshots and acquittals with input from the relevant Weave staff.
- Develop and maintain a grants calendar and track deadlines, outcomes, reporting and acquittal requirements in Weave's Salesforce CRM.
- Contribute to developing and maintaining tools and templates for grant submissions, presentations and pitches
- Alongside Weave's Fundraising and Communications team, contribute to copy for Weave's digital channels, including social media, website and newsletters.
- Write copy/content that elevates the voices of our community and represents the impact of Weave's work with authenticity and a strong emphasis on cultural safety, strengths-based storytelling and trauma-informed, empowering language.
- Contribute to the development of supporter collateral, such as thank you letters and donor impact reports.
- Contribute to Weave's campaigns, including EOFY, EOY and other campaigns and events throughout the year
- Assist with Weave volunteer support including celebration, creation of blog posts, newsletters, event promotional materials etc.
- Collaborate with Weave Program Staff to create copy/written content, gather data, case studies, and project information as part of fundraising and communications activities.
- Collaborate on the development of donor journeys, database segmentation, and tailored communications strategies, including customised communications for each segment.

General:

- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct Section 8.2 (a).

Selection Criteria

Essential:

- Proven experience writing successful grant applications, reports and acquittals, and/or philanthropic pitches/presentations.
- Excellent copywriting, editing, and proofreading skills.
- Ability to translate complex programs and outcomes into accessible and compelling written content.
- Strong administrative/organisational skills and ability to streamline processes and manage multiple deadlines.
- Understanding of trauma-informed, culturally safe principles and strengths-based, empowering language.
- Alignment with Weave's vision, purpose and values and a commitment to working in alignment with Weave's communications framework to ensure consistency in tone of voice and language.
- Understanding of or willingness to develop understanding of the complex issues that impact the people and communities Weave walks alongside, including intergenerational trauma, systemic disadvantage and ongoing impacts of colonisation on Aboriginal and Torres Strait Islander people.
- Understanding of the strengths, wisdom and resistance of Aboriginal and Torres Strait Islander peoples and the importance of striving to create cultural safety for Aboriginal and Torres Strait Islander peoples.

Desirable:

- Experience working in or with Aboriginal and Torres Strait Islander communities and/or community organisations.
- Knowledge of the philanthropic and not-for-profit funding landscape in Australia.
- Familiarity with Weave's fundraising tools including Salesforce, Account Engagement, Raisely.
- Experience supporting data-driven campaigns and initiatives and strong data management skills.