



GOLDEN DRAGON MUSEUM POSITION DESCRIPTION

Position Title:	Grants Officer
Job Type:	Permanent part-time
Hours of Work:	0.4 FTE (15.2 hours per week)
Reports to:	CEO
Award:	Amusement, Events and Recreation Award 2020
Date of Appointment:	

SUMMARY

The Golden Dragon Museum (GDM) is the Chinese cultural centre of Australia. Opening in 1991 the Museum exists to document, interpret, and preserve the Chinese heritage in Australia on a not-for-profit basis. Visitors attend the Museum to view the prestigious collection and to learn about Chinese culture and multiculturalism in Australia. GDM hosts a diverse range of visitors from locals and school groups to tourists from within the Bendigo region and further afield. The Museum also runs a souvenir shop for visitors to purchase a range of goods related to their cultural experience as well as a various of Public and Education Programs (Associated Activities).

GDM's team is comprised of a small group of professional staff and volunteers and is led by the CEO. The team is collaborative, nimble and embraces the busy atmosphere. The Grants Officer has no direct reports but works closely with the CEO and the external financial services provider.

POSITION OBJECTIVE

The Grants Officer works closely with the CEO in researching, identifying, applying/securing, and servicing grants and other support from government, philanthropic trusts and individuals, and companies.

DUTIES AND RESPONSIBILITIES

The Grants Officer's duties and responsibilities include:

Grants Administration

- In coordination with the CEO, identify appropriate grant and fundraising opportunities including from government, philanthropic and corporate sources.
- Research and liaise with grant-making bodies and other potential sponsors/partners so as to develop relationships, identify opportunities for support and build knowledge.
- Provide fundraising administration including drafting grant applications and sponsorship/partnership proposals. Such applications and proposals are subject to final checking by the CEO.
- Monitor grants and fundraising monies in association with the external financial services provider and ensure contributions are utilised in accordance with grant and related funding agreements. Seek assistance from the CEO where required.



館 珍 博 龍 金

- Assist the CEO to ensure all fundraising activities are compliant and in accordance with government regulations and authorities
- Prepare grant and sponsorship/partnerships acquittals according to the requirements of the various grant and funding agreements. Seeks assistance from the CEO where required.

Other

- Identify current practices and processes that can be enhanced and propose new solutions and procedures to improve efficiency and business outcomes.
- Occasionally work weekends and/or public holidays, as agreed with the Chief Executive Officer, in the role of 'Officer in Charge' of the Museum and be responsible for opening and closing as well as all operations of the Museum for that period.
- Assist with the planning, running and delivery of Museum events.
- Conduct self and work in accordance with:
 - Golden Dragon Museum policies and procedures, including the Code of Conduct,
 - Equal Opportunity and anti-discrimination legislation and requirements
 - Occupational health and Safety (OH&S) legislation and requirements
- Ad hoc duties as required from time to time.

SKILLS AND QUALIFICATIONS

The Grants Officer plays a central role in the administrative functions and business interface of Golden Dragon Museum.

Required

- A minimum three-years professional experience as a Grants Officer or similar position in a cultural institution, not-for-profit organisation, charity, or similar workplace.
- Proven high level skills in office financial management including in the use of Xero.
- Experience and proficiency in records management including in the use of a CRM.
- Demonstrable experience and success in grants and sponsorship/partnership administration including research, acquisition, management, and acquittal.
- Strong interpersonal skills and communication skills.
- Takes a collaborative approach to difficult situations, proactively seeks solutions and is open to change and seeking support.
- Proven skills in using the Windows Office Suite especially Word, Outlook, Excel, and PowerPoint.



館 珍 博 龍 金

Highly Desirable

- Demonstrable experience in successfully working cross-culturally and with people from a broad range of backgrounds.
- Demonstrable experience in successfully working collaboratively as part of a small dynamic team including professional staff and volunteers.
- A current and valid First Aid qualification is a desirable requirement of this position.

EMPLOYMENT CHECKS

- A satisfactory police record is a mandatory and ongoing condition of employment.
- A current Working with Children Check is a mandatory and ongoing condition of employment.

Employee name and signature (Please print)			
CEO signature		Date	