



Director of Grants & Strategic Partnerships

Location: Remote (Australia preferred, international applicants welcome)

Employment Type: Part-Time | Contractor | Volunteer Arrangement Considered

Reports To:
Founder & Managing Director

About HopeNest

HopeNest is an Australian registered charity dedicated to supporting children and families affected by war, displacement, trauma, disability, and humanitarian crises.

Our work focuses on delivering trauma-informed psychological support, medical assistance, humanitarian aid, child protection initiatives, and recovery programs in conflict-affected and vulnerable communities.

We currently support programs and partnerships in regions including Gaza, Egypt, and the Democratic Republic of Congo, working alongside local professionals, healthcare providers, psychologists, humanitarian workers, and community leaders.

Our vision is a world where every child affected by conflict, trauma, and displacement has access to safety, healing, dignity, and hope.

Position Overview

HopeNest is seeking a passionate, strategic, and highly organised Director of Grants & Strategic Partnerships to help secure sustainable funding for our international humanitarian programs.

This role is responsible for identifying, developing, and securing funding opportunities to strengthen and expand HopeNest's existing international initiatives.

The successful candidate will have demonstrated experience securing funding for international humanitarian, development, child protection, health, refugee, disability, or trauma recovery programs.

We are specifically seeking a professional who can help fund and strengthen HopeNest's existing mission and overseas programs, rather than developing new domestic programs solely to meet funding eligibility requirements.

This role combines grant acquisition, philanthropic partnerships, donor engagement, and strategic funding development.

Key Responsibilities

Grant Research & Funding Strategy

- Identify grant opportunities aligned with HopeNest's international programs and strategic priorities.
- Maintain a rolling 12-month grants calendar.
- Monitor funding rounds, deadlines, and eligibility requirements.
- Research foundations, trusts, international donors, philanthropic organisations, and corporate giving programs.
- Develop strategic funding pathways that support long-term organisational sustainability.

Grant Writing & Proposal Development

- Lead preparation and submission of high-quality grant applications.
- Develop compelling funding proposals, concept notes, budgets, and donor submissions.
- Coordinate supporting documentation and organisational information.
- Work closely with field teams and leadership to gather impact data and program outcomes.
- Tailor proposals to align with donor priorities while maintaining mission integrity.

Strategic Partnerships

- Build relationships with philanthropic foundations and major donors.
- Develop partnerships with corporations, trusts, family foundations and high net worth individuals.
- Identify sponsorship and funding opportunities that align with HopeNest's humanitarian objectives.
- Represent HopeNest professionally with prospective funders and partners.

Donor Stewardship & Reporting

- Assist with donor communication and relationship management.
- Coordinate grant reporting and acquittals.
- Support development of impact reports and donor updates.
- Strengthen long-term donor engagement and retention.

Systems & Administration

- Develop and maintain a grants and funding database.
- Track funding applications, outcomes, and reporting obligations.

- Create reusable grant templates and proposal resources.
- Maintain organised records and funding documentation.

Strategic Funding Alignment

- Ensure all funding opportunities align with HopeNest's mission, values, and international priorities.
- Advise leadership on opportunities that strengthen existing programs rather than divert resources away from core objectives.
- Maintain a mission-first approach to fundraising and partnership development.

Key Performance Indicators (KPIs)

First 90 Days

- Conduct a funding and grants opportunity audit.
- Develop a comprehensive grants pipeline.
- Establish a 12-month funding calendar.
- Create a prospect list of philanthropic foundations and major donors.
- Submit a minimum of five quality funding applications.
- Facilitate at least ten meaningful introductions or conversations with potential funders.

First 12 Months

- Submit 20–30 quality grant applications.
- Build relationships with at least 20 philanthropic organisations or funding partners.
- Secure a minimum of AUD \$150,000–\$300,000 in funding commitments.
- Develop a funding pipeline valued at over AUD \$500,000.
- Establish at least three long-term strategic funding partnerships.

Essential Experience

- Demonstrated experience securing grants or philanthropic funding.
- Experience supporting international humanitarian, development, health, child protection, refugee, disability, or trauma recovery programs.
- Strong proposal and grant-writing skills.
- Excellent written and verbal communication abilities.
- Strong project management and organisational skills.
- Ability to work independently and proactively.
- Experience managing multiple funding opportunities simultaneously.

Highly Desirable

- Experience working with international NGOs, humanitarian organisations, or global development initiatives.
- Knowledge of philanthropic foundations and international funding mechanisms.
- Experience securing grants exceeding AUD \$50,000.
- Familiarity with safeguarding, monitoring and evaluation, and donor reporting requirements.

- Existing relationships within philanthropic, humanitarian, or international development sectors.

Personal Attributes

The successful candidate will be:

- Mission-driven and compassionate.
- Strategic and entrepreneurial.
- Highly organised and detail-oriented.
- Self-motivated and resourceful.
- Comfortable working within a growing international charity.
- Able to communicate effectively across cultures and regions.
- Passionate about improving outcomes for vulnerable children and families.

Compensation

Compensation is negotiable based on experience, engagement model, and availability.

HopeNest is open to considering:

- Volunteer arrangements
- Honorarium or stipend-based engagement
- Part-time contractor arrangements
- Performance-based remuneration structures
- Hybrid compensation models

As part of your application, please answer the following:

"Please describe a grant or funding opportunity you secured for an international humanitarian, health, child protection, refugee, disability, or development program. Include the donor, approximate funding amount, country of implementation, and your specific role in securing the funding."

Why Join HopeNest?

This is an opportunity to help shape the future of a growing international charity supporting children and families affected by conflict, trauma, displacement, disability, and humanitarian crises.

Your work will directly contribute to programs that provide:

- Psychological healing and trauma recovery
- Medical support and rehabilitation
- Child protection initiatives
- Humanitarian assistance
- Long-term recovery and resilience-building

Every successful funding partnership has the potential to transform lives and bring hope to children and families facing extraordinary challenges.

To apply, please email to admin@hopenestngo.org your submission with the following:

- Resume/CV
- Cover Letter
- Examples of previous grant applications or funding successes (if available)
- Two professional references

Email Reference: Application: Director of Grants and Strategic Partnerships