

Position Description: Strategic Funding & Sustainability Advisor

Assignment number: PAU011332

Partner organisation name: Not for Profit House

Partner organisation location: Gladstone Region, QLD

Key dates: 1-2 months starting April 2026 (flexible)

Assignment time commitment: 3-4 hours per week based on volunteers availability

Assignment mode/location: Online (should travel be required this will be discussed and funded by ABV).

About the Resilient Care Program:

Resilient CARE is a three-year, place-based program strengthening community and primary health resilience in regions facing increasing climate and disaster pressures. Delivered by Australian Business Volunteers with Country 2 Coast and local partners, the program supports organisations through Skilled Business Volunteers who help build stronger systems, preparedness, and organisational capability.

Resilient CARE focuses on three key areas:

- Building inclusive and connected health and community care systems
- Strengthening coordination between primary health and disaster management
- Strengthening community connections and collective leadership for resilience

Purpose of the Role:

This role supports Not For Profit (NFP) House—a Gladstone-based organisation that strengthens the sustainability and effectiveness of local community groups—to build the internal capability it needs to continue supporting communities in a disaster- and disruption-prone region. NFP House plays a vital role in local resilience, helping maintain continuity of support for vulnerable people during times of stress.

To sustain and scale this impact, the organisation is seeking to shift from short-term, fragmented funding streams toward securing larger, multi-year government investment. This role will help NFP House overcome challenges such as limited strategic capacity, competitive funding environments, and growing compliance demands by strengthening its funding readiness, sustainability planning, and overall organisational resilience.

The team is open to having multiple volunteers involved, so even if you don't meet every requirement, we still encourage you to apply.

The Skilled Business Volunteer/s will work collaboratively with NFP House leadership to support the following areas:

A. Government Grant Strategy and Positioning

- Develop a 2–3 year Government Funding Roadmap identifying priority Federal and State programs aligned to NFP House’s mission (e.g. volunteering, social cohesion, disaster resilience, community capacity building)
- Map NFP House programs and impact against current government policy priorities and funding frameworks
- Refine and document NFP House’s core government-facing value proposition and strategic narrative
- Identify partnership, consortium, or co-contribution models that strengthen competitiveness for major grants

B. Grant Readiness Systems and Infrastructure

- Review and strengthen internal governance, financial systems, and documentation required for large-scale government applications
- Develop a Government Grant Readiness Toolkit (core templates, evidence library, impact data, organisational credentials, capability statements)
- Strengthen financial modelling and budgeting capability for multi-year government submissions

C. Capability to Secure and Manage Major Contracts

- Strengthen internal processes for preparing, reviewing, and approving major government submissions
- Improve confidence in negotiating funding conditions, co-contribution requirements, and performance measures
- Build internal systems for reporting, compliance, and contract management aligned to Federal and State requirements

The emphasis is on building internal clarity, systems, and confidence, not on producing one-off funding outputs.

Selection Criteria:

Essential experience

- Not-for-profit funding, sustainability, or resource mobilisation
- Organisational planning, systems development, or governance
- Working with small to medium community organisations

Desirable

- Experience in disaster resilience, recovery, or preparedness contexts
- Experience supporting not-for-profit boards or executive leadership

Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to volunteers@abv.org.au confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph outlining what you can bring to this Assignment. *The team is open to having multiple volunteers involved, so even if you don't meet every requirement, we still encourage you to apply.*
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining what you can bring to this Assignment. *The team is open to having multiple volunteers involved, so even if you don't meet every requirement, we still encourage you to apply.*
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description).
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.