

Position Description:

Philanthropic Funding Research Advisor

Assignment number:	PAU011401
Partner organisation name:	Australian Business Volunteers – Resilient Care, QLD
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	4 weeks – flexible start
Time commitment:	Approx. 3 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help unlock new funding opportunities that support innovation, strengthen community services, and build resilience across the Fraser Coast.

The Resilient CARE Program, a three-year initiative focused on strengthening community and primary health resilience, is seeking a volunteer Desktop Researcher – Philanthropic Funding. Delivered by Australian Business Volunteers (ABV), the program works alongside local organisations and communities to strengthen systems, preparedness, and connections in regions facing increasing climate, disaster, and social pressures.

In this role, you will research philanthropic funding and impact investment opportunities aligning with Resilient CARE initiatives, identifying potential funding partners, application pathways, and investment-readiness requirements. Your work will help community organisations understand where philanthropic funding is available, strengthen their readiness for investment, and support new programs and initiatives that contribute to a more resilient and responsive care ecosystem across the Fraser Coast.

Selection Criteria:

- Experience researching philanthropic funding, grant-funding organisations, impact investment, or the not-for-profit sector.
- Understanding of funding landscapes, philanthropic foundations, or social impact initiatives.
- Strong analytical skills with the ability to identify and assess strategic funding opportunities.
- Clear and concise written communication skills, including the ability to prepare briefs, summaries, and recommendations.
- Confident use of digital research tools, databases, and document platforms.
- An interest in community development, social impact, or strengthening outcomes for regional communities

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.
 - ✓ Willingness to complete Australian 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 Australian 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 your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.
- 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 (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.