

## Position Description

# Resource Development Coordinator

Reports to	Creative Director
Direct Reports	Grant Writing Working Group
Employment Type	Part-time / one day a week
Salary	\$307.50 + super
Length of Employment	17 weeks (longer if funding is secured)
Location	Work from home (anywhere in Aus)

## About Q-Lit

Q-Lit Incorporated is a community-led, not-for-profit organisation that connects, showcases and empowers LGBTQIA+ writers and storytellers. Founded in 2022, Q-Lit delivers accessible literary events across Victoria - festivals, panels, showcases, masterclasses, workshops and book fairs - that platform diverse voices and build skills, networks and audiences.

## Our Values

At Q-Lit, our values guide everything we do, from the stories we share to the communities we nurture. We centre inclusion, diversity & equity, championing an intersectional, trans-inclusive, and queer-affirming approach that promotes accessibility, decolonising practices, and embraces diversity through non-judgemental, calling-in spaces. Community & collaboration sit at our heart: we grow from the grassroots by connecting people, amplifying marginalised voices, and creating opportunities for shared learning and empowerment. With kindness, compassion & wellbeing as our compass, we prioritise queer wellbeing and design spaces where people can find safety, joy, and belonging. Through creativity, joy & celebration, we encourage playful self-expression, embracing the awkward and the extraordinary moments that bring colour to our collective experience. And through Growth & Leadership, we commit to courageous, inclusive leadership that cultivates continual learning and fuels both personal and community transformation.

## Position Description

The Resource Development Coordinator plays a vital role in securing the financial and in-kind support needed to sustain and grow Q-Lit's programs and festivals. Working closely with the Creative Director, this role focuses on identifying and pursuing grants, sponsorships, partnerships, donations, and in-kind contributions that align with Q-Lit's mission of celebrating and empowering LGBTQIA+ writers and storytellers. The Coordinator will help strengthen the organisation's long-term sustainability by building and maintaining relationships with funding bodies, community partners, and aligned businesses, while also ensuring timely applications, reporting, and stewardship.

## Key Functions of the Role

- Develop and maintain a proactive pipeline of funding opportunities including grants, sponsorships, and partnerships.
- Prepare high-quality written materials such as funding applications, proposals, and partner pitch documents.
- Build and nurture relationships with sponsors, philanthropic organisations, councils, and other potential supporters.
- Coordinate and maintain accurate records of funding opportunities, submissions, and outcomes.
- Support the organisation's donor and giving initiatives, including small-scale campaigns linked to Q-Lit's new DGR status.
- Source in-kind support such as venues, printing, accommodation, catering, or professional services to reduce operational costs.
- Collaborate with the Creative Director to align funding activity with Q-Lit's broader strategic and artistic goals.
- Contribute ideas and recommendations for innovative funding streams and long-term financial sustainability.

## Key Accountabilities

- Achieve agreed targets for funding applications, sponsorship proposals, and partnership approaches.
- Maintain an up-to-date grants and partnerships database, ensuring follow-ups and reporting deadlines are met.
- Provide regular progress updates to the Creative Director.
- Work collaboratively with the communications team to highlight sponsors, partners, and donors in public channels.
- Uphold Q-Lit's values of inclusivity, integrity, and community collaboration in all external communications and relationships.

## Required Competencies

- Strong written communication skills, with the ability to craft persuasive funding proposals and reports.
- Excellent organisational and time-management skills, with the ability to manage multiple deadlines.
- High attention to detail and a methodical approach to record-keeping and follow-through.
- Confidence in stakeholder engagement and relationship building.
- Proficiency with digital tools (Google Workspace, Excel/Sheets).
- Understanding of budgets and basic financial documentation relevant to grant applications.
- Ability to work independently and collaboratively within a small, creative team.

## Desirable Skills & Experience

- Previous experience in fundraising, partnerships, or development within the arts, community, or not-for-profit sectors.
- Familiarity with LGBTQIA+ communities and inclusive practice.
- Experience writing successful grant applications or sponsorship proposals.
- Knowledge of philanthropic, government, and corporate funding landscapes in Australia.
- Experience in donor campaigns, crowdfunding, or community fundraising.
- A creative mindset and enthusiasm for experimenting with new ways to build support and connection.

## Application Process

Applications close on the 16<sup>th</sup> of November.

Please email [hello@q-lit.com.au](mailto:hello@q-lit.com.au) with your CV and a short statement on your suitability/interest for the role (max 300 words).