



Grant Administrator

Do you want to play a key role in securing vital funding and strengthening organisational capacity for a community-led organisation in the Kimberley? Dambimangari Aboriginal Corporation (DAC) is seeking a skilled and motivated Grant Administrator to join our team.

This is a full-time role, with the main office based in Derby, WA. We welcome applications from local residents and those living across the Kimberley region. We're also flexible and open to a hybrid work arrangement for the right candidate. Relocation support is available if required.

The Role:

Reporting to the Healthy Country Manager, you will support the full grant lifecycle, from identifying funding opportunities through to securing, administering and managing grants that support a wide range of organisational programs. This role will ensure all funded activities align with Dambimangari Traditional Owners' aspirations, organisational priorities and funding requirements. Working closely with our Finance team, you will help deliver accurate budgeting, analysis, reconciliations and acquittal data while building strong positive relationships with funding bodies.

Key duties will include:

- Identify and monitor upcoming funding opportunities across government, philanthropic and other sectors.
- Maintain an up-to-date grants calendar and forward-planning schedule.
- Work with the Finance team to monitor grant budgets and ensure expenditure aligns with funding requirements.
- Track spending against milestones and escalate risks or discrepancies early.
- Serve as the primary contact for funding bodies, grant officers and external partners.
- Build strong relationships with internal and external stakeholders, including program teams and community representatives.
- Liaise with teams to support grant-funded activities and ensure understanding of requirements.
- Communicate grant information clearly and in culturally appropriate ways; uphold respectful engagement with Traditional Owners.
- Handle sensitive and confidential information with professionalism and cultural sensitivity.

What We Are Looking For:

You'll be a detail-oriented and proactive professional who thrives in dynamic environments. You will bring:

- Tertiary qualification in Business Administration, Project Administration, Community Services, Governance, or other relevant discipline or an equivalent level of professional / technical expertise relevant to the role.
- 3 years' experience in administration, project coordination, community programs, or a similar support role.



- Experience collaborating with finance teams to interpret or communicate budget and expenditure information (not financial preparation).
- Experience in MS Office products such as Excel, Word and Outlook
- Experience/ ability to work collaboratively with Indigenous communities and advisors, demonstrating cultural awareness and respect.
- Strong analytical, problem-solving, and organisational skills.
- If working remotely, capacity to travel to Derby, WA, when required.
- Ability to obtain and maintain:
 - Working with Children Check (within last 6 months)
 - National Police Clearance (within last 6 months)
 - Undertake pre-employment workplace medical including drug & alcohol screening

About the Dambeemangaddee people:

We are the Traditional Owners of the land and waters along the north-west Kimberley coastline, extending from the Robinson River, just north of Derby to the Prince Regent River in the far north of the Kimberley region in WA. It has been our home for many thousands of years. We carry the cultural responsibilities of our ancestors to look after Country. Our Country is of great conservation significance, home to many threatened and endemic species, mighty rivers, coral reefs, powerful whirlpools, rugged cliffs, sandy beaches, and more than 700 islands. Dambeemangaddee are part of the Wandjina-Woongudd community. We all share a unique body of beliefs and cultural practices we maintain strong connections to our land through our Law, Culture, songs and stories. We visit our Country when we can and have set up homeland communities on our remote coastline. We want to return to Country, live on our homelands, regain control, and teach future generations.

About the Corporation:

Dambimangari Aboriginal Corporation (DAC) is a small, community-driven organisation based in one of the most remote and spectacular regions of the Kimberley. We represent and work for the Dambimangari Traditional Owners, guided by Law and Culture. With a team of over 50, most of whom are Traditional Owners, DAC delivers a wide range of programs and services that support our people, protect Country, and strengthen culture. Our key functions include:

- Managing Native Titles and stakeholder engagement (mining, tourism, development)
- Members Services in health, education and wellbeing
- Land and sea management, including ranger programs and marine parks
- Cultural heritage and Visitor management.
- Economic development and Remote infrastructure
- Corporate Services (finance, admin, payroll)

DAC Offers:

- Competitive salary with salary sacrificing up to \$15,899
- Training and development opportunities in a supportive team environment
- 5 weeks annual leave with office closure over the Christmas period



Ready to Apply?

If you're passionate about making a difference and ready to support a dynamic team, we'd love to hear from you! Learn more about DAC and the Dambeemangaddee people:

www.dambimangari.com.au ; To find out what it's like to Live and Work in beautiful Derby, WA check out <https://dambimangari.com.au/about/living-working-in-derby/>

For more information about the position, please email dambi@wcasolutions.com or call (08) 9383 3293