



Snowdome Grants Manager

- An integral, new role in a mission-led private foundation
- Be part of transformational projects in blood cancer research and clinical trials
- Flexible working environment with salary packaging
- Located in South Yarra, Melbourne

The provision of grant funding for translational research is at the very heart of Snowdome's vision to give every Australian blood cancer patient the best opportunity for a cure. The Grants Manager will play a key role in supporting the next phase of development and growth of the Snowdome Foundation.

We are seeking an accomplished, motivated, values-driven manager with a passion and understanding of the not-for-profit sector with expertise and experience in grant drafting, review, and management. Reporting to the CEO, this role will steward a c.\$5M per annum grants programme which drives impact through the acceleration of new and better treatments for Australian blood cancer patients.

The Grants Manager will be responsible for all aspects of grant management including the governance and administration of the activities associated with our grant portfolio. They will provide full lifecycle grants and contract management, to ensure compliance and transparent acquittal of grant funding in accordance with Snowdome Foundation granting criteria and the successful delivery of the grants programme.

This role is both strategic and tactical, managing the current grants programme whilst facilitating the future planning alongside the CEO and Snowdome Grants Committee.

To be successful in this position you will have demonstrable skills in working with great attention to detail, a solid understanding of the grant management process and the ability to build collaborative relationships with the Grants Committee, Fundraising, Finance and Communications teams, the executive, high value donors and external partners.

Application Instructions:

To apply for this role, please include a cover letter, resume and a statement addressing the Key Selection Criteria (limited to 3 pages in total). To be considered, applications must address the Key Selection Criteria in the position description.

Please submit your application by 5:00pm on 9 November to info@snowdome.org.au stating **Grants Manager Application** in the subject line.

Grants Manager

Position Description

Position Title:	Grants Manager
Reporting To:	Chief Executive
Contract:	Three Year Term
Employment Status:	Part-Time 0.5 FTE
Remuneration:	\$80,000 per annum inclusive of super pro-rated
Budget Under Management:	Annual execution and reconciliation of c\$5M+ of philanthropic funds
Location:	South Yarra

About Snowdome:

Snowdome Foundation is the only Australian not-for-profit which focuses exclusively on raising funds to support translational research into blood cancers and accelerating next-generation treatments for Australian patients.

Since 2010, Snowdome has granted more than \$37M, leveraged over \$11M in matched funds by working collaboratively with government and philanthropic partners, extended 60 research grants and funded more than 72 multi-year Australian research positions. We have supported the establishment of Blood Cancer Research Western Australia to enable WA blood cancer patients to gain access to innovative treatments and are incredibly proud to lend support to the Women in Lymphoma global initiative.

Snowdome is led by the CEO, a highly engaged Board and supported by a high performing Executive.

Our values define who we are, shape our culture and the behaviours and mindset of our people. They are passion beyond belief, excellence in everything we do, persistence in the pursuit of cures and partnerships for good.

Diversity and Inclusion

We are working hard to recruit people who represent the diversity of our community. Snowdome is committed to providing an inclusive culture where all our people can thrive, feel supported to do their best work and to feel empowered to let their ideas flourish.



Purpose of this Position:

Reporting to the CEO and working closely with the Snowdome Grants Committee, the Grants Manager will be responsible for all aspects of grants management across the Snowdome Foundation, providing contract management, stakeholder engagement, grant-making and operational administration to assigned funding initiatives in support of implementing the strategic plan.

Duties:

- Manage and maintain the grants programme in accordance with the Snowdome Foundation granting criteria and strategic goals.
- Provide full lifecycle grants and contract management duties, to ensure compliance and transparent acquittal of grant funding and the successful delivery of the grants programme.
- Generate and execute grant and funding agreements and other funding applications as required.
- Capture and manage all commitments/milestones within our current funding contracts, monitor reporting requirements, ensure compliance of reporting, assess milestone performance and report to the Snowdome Grants Committee.
- Work with the CEO and Snowdome Grants Committee to identify and articulate funding priorities.
- Gather and prepare information and provide administrative support to the Snowdome Grants Committee.
- Engage and work with external researchers, clinicians, fellows, institutions, and organisations.
- Research external funding opportunities, scoping future grant opportunities and manage the grant acquisition pipeline.
- Ensure all data relating grant opportunities, applications, funding and acquittals are recorded accurately within the CRM system.
- Work with the Fundraising and Communications teams to identify development and promotional opportunities.
- In collaboration with the Finance Manager, provide oversight of the distribution of funds granted, leveraging organisational tools and processes to track financial disbursements, ensuring timely payments to partners and administering the grants monitor.
- Serve as a key point of contact for new and existing funding enquiries.

Key Selection Criteria:

Essential

- A relevant tertiary qualification or successful relevant experience
- An understanding of, and experience in administering and successfully managing a significant funding and/or grants scheme, and/or demonstrated experience in research management and governance in a similar organisation
- Superior attention to detail skills with accompanied analytical and research expertise
- Notable project management skills and demonstrated track record in managing contracts, budgets, schedules and multiple projects simultaneously
- Strong administrative skills, with sound knowledge in Word, Excel and CRM/Database applications
- Exceptional interpersonal skills with a proven ability to build long-term, collaborative relationships with a diverse range of people, including internal teams, high value donors, other collaborators and external funding stakeholders
- Ability to think strategically and clearly under pressure in addition to working under own initiatives to strict deadlines
- A strong alignment and commitment to our values and behaviours, with a working style that reflects these and contributes to a constructive, high-performance culture
- Experience in operating effectively in a flexible, cross functional team environment with excellent client service skills and focus
- Sectoral knowledge of blood cancer research

Desirable:

- Scientific background and/or experience in the medical research sector.
- Experience with Salesforce as a platform for content management.
- Experience in not-for-profit, charitable, or philanthropic organisations

Relationships:

With	Purpose
1. CEO	This position will report to the CEO.
2. Board Members	This position will interact with Board members on a regular basis.
3. Grants Committee	This position will interact with and support the Grants Committee on a regular basis.
4. Snowdome Executive	This position will work alongside Snowdome Executive.
5. Stakeholders (donors, funding partners, ambassadors, clinicians, researchers, medical supporters, alumni)	This position will interact as needed according to the granting processes and cycles.

Other Relevant Information:

Eligibility

To be appointed to this position you must be an Australian/New Zealand Citizen, or an Australian Permanent Resident currently residing in Australia.

The successful applicant may be required to obtain and provide a National Police Check or equivalent.

Flexible Working Arrangements

We work flexibly at Snowdome, offering a range of options for how, when and where you work.

Performance Appraisals

Performance review and career development discussions take place on a six-monthly basis.

Acceptance of Position Description

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the



position. Other appropriate duties related to the Snowdome Grants programme management may be assigned that are not listed in this position description.

My signature below indicates that I have reviewed, accepted and received a copy of this position description.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Performance review period: every 6 months

Next review date _____