



**GRANTS & OFFICE MANAGER
POSITION DESCRIPTION**

Title:	Grants & Office Manager
Reporting to:	Executive Officer
Position	0.4 – 0.6 FTE (working hours and days flexible)
Location	Camberwell with flexibility to work from home up to 50% of working week

About the Jack Brockhoff Foundation

The aim of the Jack Brockhoff Foundation is to provide philanthropic support to organisations and individuals whose activities and programs are designed to have a positive and enduring impact on the health and wellbeing of the communities they serve, for the people of Victoria.

The focus of the Foundation’s grant making includes the following areas of charitable interest: children and youth; older Victorians; people with disabilities, people who are at risk of or experiencing homelessness and medical research. We seek to support smaller, grassroots community organisations, particularly those who struggle to secure government support.

We are seeking a driven and passionate person, with an interest in ‘for purpose’ work, to join our small but dynamic team. Working closely with the Foundation EO to support the operations and administration of the Jack Brockhoff Foundation, the ideal candidate will have strong foundational administrative and communication skills and a genuine interest and curiosity about community issues and philanthropy.

Primary Purpose

- To contribute to the running of the Foundation’s operations and grant making activities
- To provide management, organisational and administrative support and assistance with all aspects of the Foundation’s granting and to ensure the efficient operation of the Foundation’s office and systems.

Competencies, Skills & Values

- Strong IT/technology competency essential
- Attention to detail and accuracy, as well as exceptional planning and organisational skills
- Strong interpersonal and verbal and written communication skills
- Relationship building skills and ability to liaise with people at all levels
- Ability to exercise sound judgement, take initiative when appropriate and to demonstrate adaptability and flexibility
- A desire to learn
- Maintain confidentiality and a level of professionalism at all times
- Open, honest, proactive, resilient, and ethical
- Experience with Blackbaud grants management system desirable but not essential

Key Responsibilities

General administration

- Provide professional, frontline duties through face to face, online, mail and telephone support for the Foundation
- Assist EO and Directors with responding to invitations, meetings and functions when required
- Manage and order office supplies and catering requirements
- Maintenance of office equipment, printers and photocopy machines and store room functionality
- Prepare, collate and send soft and hard copies of board papers to Directors

Grants Administration

- Working with the EO to manage the open grant rounds, including supporting the grant assessment process, responding to technical and guidelines queries from applicants
- Managing grants record keeping and data via Blackbaud
- Supporting the EO with the research, and due diligence process for grant assessments
- Provide relevant information in response to telephone and email enquiries about grant programs and reporting
- Preparation and collation of electronic and hard copy application packs for Committees
- Maintain final and progress report requirements and prepare communications for overdue reports
- Categorize applications based on Foundation Maps taxonomy

Communications

- Maintain and update the content of the Foundation's website
- Share the impact of the Foundation through regular posts on social media platforms
- Supporting the EO with the development, editing and distribution of the annual report
- Keeping Foundation stakeholders informed on Foundation activities
- Updating Foundation Maps on an annual basis

The position operates within a small team and is expected to also assist with basic duties to support the day-to-day operations of the Jack Brockhoff Foundation when necessary.

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Author: Executive Officer