

Grants Coordinator Position Description

Reports To:	Head of Social Impact
Direct reports:	Nil
Employment Type:	Part Time (0.6 FTE)
Award Classification:	SCHADS Level 4
Location:	Geelong
Key Relationships	Head of Social Impact Foundation staff Community organisations

About the Give Where You Live Foundation

Our Mission

To build, fairer more equitable communities across the Geelong Region.

Our Vision

A Geelong region, where everyone thrives through equity, inclusion and shared opportunity.

Our Values

- We build trust to create change
- We connect with empathy
- We are better together
- We are real and authentic
- We stay curious and learn

Who we are:

Since 1954, the Give Where You Live Foundation has been a driving force for social change across our region. We are a unique, place-based philanthropic community foundation working in partnership with our community to help people and places thrive. With a broad fundraising base that helps us focus on investing in our community to create change, the Give Where You Live Foundation is a community foundation with a difference.

Our vision is a Geelong region, where every community thrives through equity, inclusion and shared opportunity. Our approach to helping community varies from providing financial support for frontline community agencies, uniting our community and local organisations to tackle a social challenge together, advocating on behalf of people facing barriers and rallying the community to support our cause.

Position Overview

Reporting to the Head of Social Impact, the Grants Coordinator is responsible for coordinating the effective delivery of the Foundation's grant programs and building strong relationships with community organisations, funded partners and other stakeholders. The role supports the monitoring, evaluation and continuous improvement of grant programs and contributes to the delivery of other initiatives across the Social Impact team, as required.

Responsibilities

Coordinate Grants Programs

- Coordinate the delivery of the Foundation's Annual Grants and Strategic Grants programs in line with approved program budgets.
- Coordinate the end-to-end grant processes, including applications, eligibility checks, assessment processes, due diligence, funding recommendations, agreements and acquittals.
- Ensure grant processes are simple, efficient, equitable and transparent and aligned with the Foundation's strategy and priorities.
- Build and maintain strong, respectful relationships with applicants, funded partners and community organisations.
- Monitor grant performance, expenditure, risks and outcomes and identify and address emerging issues as required.
- Support funded partners to understand and meet reporting requirements and funding conditions.
- Maintain an understanding of emerging community needs and opportunities, grant-making practice and relevant developments across the broader social sector.
- Support the Head of Social Impact in the delivery of Pitch Up and other Social Impact programs and initiatives as required.

Contribute to Grant Learning and Evaluation

- Support the monitoring and evaluation of the Foundation's grant programs to understand their effectiveness and impact.
- Collect and maintain relevant grant program data, including outcomes, feedback and impact stories.
- Contribute to reporting on grant program outcomes and impact, including funding acquittals and external reporting.
- Use evaluation findings, feedback and learnings to support the continuous improvement of the Foundation's grant programs.

Contribute to a Positive Team

- Actively contribute to a positive, inclusive and collaborative organisational culture consistent with the Foundation's values.
- Maintain open and effective communication and work collaboratively with colleagues across the Foundation to achieve shared objectives.
- Provide responsive, professional and respectful service to internal and external stakeholders, responding to enquiries and addressing issues in a timely manner.
- Demonstrate cultural awareness and respect in interactions with colleagues, partners and community members.
- Participate in organisational activities, events and professional development opportunities as required, and represent the Foundation positively.
- Comply with relevant legislation and Foundation policies and procedures, including requirements relating to health and safety, privacy, confidentiality and ethical conduct.

Position Requirements

Qualifications

- Relevant tertiary qualifications and/or equivalent relevant experience.

Skills and Experience

- Relevant experience in grants administration, philanthropy, community programs or a related field.
- Demonstrated ability to coordinate programs or projects through planning, implementation, monitoring and evaluation.
- Strong organisational skills, attention to detail and the ability to manage competing priorities and deadlines.
- Strong written and verbal communication skills, including the ability to prepare clear reports and other documentation.
- Demonstrated ability to build and maintain effective relationships with community organisations and a diverse range of stakeholders.
- Ability to collect, maintain and work with program data and information to support reporting and evaluation.
- Proficiency in Microsoft Office and other relevant digital systems.
- Experience using CRM systems, with Salesforce experience advantageous.

Personal Attributes

- A genuine commitment to the Foundation's mission, values and approach to social change.
- A collaborative and respectful approach to working with colleagues, community organisations and other stakeholders.
- A proactive, organised and solutions-focused approach.
- Sound judgement, initiative and the ability to work effectively with a level of autonomy.
- Curiosity and a willingness to learn and contribute to continuous improvement.

Acknowledgment and Acceptance

I acknowledge that I have read and understood this Position Description and the responsibilities and requirements of the role.	
Signature:	
Name:	
Date:	