



POSITION DESCRIPTION

GRANTS AND ENGAGEMENT COORDINATOR

About Foundation SA

Established in 2021, Foundation SA is a state-wide community foundation with a vision of a *connected, resilient, sustainable South Australia where everyone belongs*. Foundation SA seeks to create an endowment to support current and future needs of the community, while also facilitating giving by others via a donor advised fund model.

Purpose of the Position

Reporting to the Chief Executive Officer, the Grants and Engagement Coordinator has a critical role supporting Foundation SA into its next phase of growth. This hands-on role will support the CEO to steward donors and manage the grants process. A key component of this role will be managing the grants process for Foundation SA grants (at this stage Neighbourhood Grants and Disaster Recovery Grants) as well as supporting donors with donor-advised grants.

Key Responsibilities

The key responsibilities of the position include:

- Donor support and engagement.
- Implement high-impact grant making to benefit the South Australian community.
- Support the growth of the organisation.

Donor support and engagement

- Responsively support sub-fund holders with queries and requests.
- Coordinate the on-boarding process for new donors.

Grants management

Foundation SA Grants

- Manage the complete granting process for current Foundation SA grant programs (currently Neighbourhood Grants and Disaster Recovery Grants).

This includes:

- reviewing the grant guidelines, application form and evaluation criteria
 - promoting the grant round across South Australia
 - liaising with and providing feedback to applicants, and
 - managing the evaluation panel and process and reporting requirements.
- Work to develop the planned [future grant programs](#) (proven program grants, and eventually multi-year grants).

Donor Advised Grants

- Steward sub-fund holders to grow awareness of high-impact grant making and support them with their philanthropic goals.
- Liaise with donors and support them to submit grants in the Foundant portal.
- Research donor areas of interest and provide summaries of suggested organisations where required.

Organisation growth

- Promoting awareness of Foundation SA in the community.
- Support CEO with administrative and business development activities.

Other points relevant to the position

- Duties and responsibilities in this description should not be considered definitive. Duties may be added or modified as required and would be negotiated.
- Staff performance will be reviewed regularly.
- Work with and contribute to, other philanthropic and community foundation sector learning and practice.

Key Selection Criteria

Skills and Qualifications

- Relevant experience and knowledge of donor acquisition and major gift fundraising.
- Strong organisational, project management and people skills.
- Demonstrated experience in communications and marketing.
- Relevant experience or qualification in marketing, or business.

Personal Qualities

- Demonstrated ability to engage, organise and be proactive.
- High level of initiative and problem-solving abilities.
- Excellent interpersonal communication, networking, collaboration and relationship building skills.
- Ability to work to deadlines and successfully prioritise competing demands.
- Ability to adapt to change with a positive approach to challenges and problem solving.

Other

- Working with Vulnerable People and National Criminal History Clearances.
- Valid Australian drivers' licence.
- General knowledge about philanthropy and an understanding of South Australia and its social services systems.