



# Geelong Community Foundation

PO Box 1 Geelong Victoria 3220 Telephone: 03 5244 7831 [www.geelongfoundation.org](http://www.geelongfoundation.org)

## Position Description Program Manager

### About the Role

This newly created position as Program Manager presents an exciting opportunity to build on the Geelong Community Foundation's grant program that has provided \$12m in grants to community organisations since inception in 2001.

You will actively participate as a member of the small Foundation team to implement and support the organisation's grant programs. You will review and manage all programs in conjunction with the CEO and Board Grants Committee from preparation of application documents through to engagement with community organisation applicants, successful grant recipients and unsuccessful grant applicants.

Development of strong relationships with community organisations is key, building an awareness of community issues, needs and identifying data that demonstrates where grant funding would be most effectively placed. You will also have a strong strategic focus, working with organisations to develop collaborative opportunities.

This is a flexible part time position (3 days per week) based in Geelong.

### Duties and Accountabilities

- Assist the Foundation team to provide advice and support to the Board regarding a strong and effective grant program.
- Ensure compliance with Foundation requirements for all grant applications and acquittals.
- Assist with and undertake stakeholder engagement and consultation to advise and assist relevant Foundation Board Committees.
- Develop and implement collaborative grant and funding strategies and activities which assist the Foundation to achieve its strategic objectives.
- Support the Board's Vital Signs Committee that will identify data to understand strengths and weakness within our community and develop strategic opportunities to capitalise on the use Foundation grants.
- Support the Geelong Funders Collaborative to maximise collaboration opportunities with other funders.
- Coordinate and update content and stories for the Foundation's external communication channels regarding grant opportunities and funded community organisation projects
- Provide connections to the Foundation's Communications and Public Relations activity to ensure the stories of our grant recipients are communicated effectively to stakeholders.
- Engage with community organisations to ensure quality grant applications are received.
- Identify professional development opportunities for community organisations which may include grant writing, strong governance, strategic planning, impact and outcomes measurement etc.

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- Track and monitor grant implementation, supporting organisations to achieve their objectives and identifying any challenges and strategic opportunities during the grant implementation period.
- Support the Foundation Grants Committee during the review of applications for each grant program.
- Prepare grant agreements and communication to grant applicants.
- Review the grant making policy annually to ensure systems, policies and procedures are effective.
- Maintenance of the Foundations community organisation data base to ensure current information.

## Skills and Experience

- Considerable experience in the community sector with inclusion of grant administration preferable
- Highly organised with a passion for data analysis
- Strategic focus and experience with the capacity to facilitate discussion, effectively engage stakeholders and support change, development and growth in community programs
- Effective communication skills both written and verbal, strong people skills with a focus on effective customer service
- A collaborator, independent thinker with a proactive can-do attitude
- Relevant tertiary qualifications and/or equivalent years' work experience highly desirable
- Strong connection to and interest in philanthropy and community wellbeing is essential
- Proficiency with the Microsoft Office suite of products
- Ability to work with tight timelines and deadlines
- Strong focus on confidentiality and transparency
- A current driving licence

## About the Geelong Community Foundation

The Geelong Community Foundation is the largest, independent, community-based Foundation in the Region, and one of the largest of its kind in Australia. The retained capital base is more than \$30m and continues to grow by contributions from new and existing donors.

These funds are managed and invested prudently, to achieve fund growth and good returns for the purpose of supporting the Geelong region. Part of this income is used to make local community grants, given based on need, pathways and assisting in behavioural change. There is a focus on helping to deliver relief, resilience and self-sufficiency.

Grants are given to registered community organisations. This year alone, over \$1.2m worth of grants were distributed.

December 2022

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