

# POSITION DESCRIPTION

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## About Lord Mayor's Charitable Foundation

Lord Mayor's Charitable Foundation is the community foundation for Greater Melbourne and the largest independent community foundation in Australia. We work alongside our donors and grant partners on issues affecting people, places, and our planet.

We work on increasing the supply of affordable housing, encourage sustainable jobs in the caring and clean technology sectors and build the resilience of communities to heatwaves and other disasters.

Being brave is one of our values. We tackle issues early by providing seed funding, building evidence of what works, and funding research. We take a systems-change approach to our grantmaking and work in collaboration with our grant partners to test new ideas and scale solutions.

We know that through collaborations and networks our work is better-informed and more strategic, which leads to greater impact. Our donor-advised services are based on our deep knowledge of philanthropy and our expert team.

<b>Title</b>	Program Coordinator
<b>Department</b>	Grants Team
<b>Reporting to</b>	Senior Program Manager
<b>Position Description</b>	This is an early/mid-career role within the Foundation, which provides an opportunity for a person with knowledge of the charitable sector to join the Grants team and engage in a career in philanthropy. The role will work closely with our Program Managers on all aspects of grants program delivery.
<b>Objectives</b>	To support the Program Managers to ensure the efficient and impactful management of the Foundation's grants and initiatives, including the Eldon & Anne Foote Trust Donor Advised Grants (Foote Grants).

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<p><b>Position Responsibilities</b></p> <p><b>Grants (60%)</b></p>	<ul style="list-style-type: none"> <li>• Administer the grantmaking process for the Eldon &amp; Anne Foote Trust Donor Advised Grants</li> <li>• Actively engage with partners, researchers, and other philanthropic funders, to maximise the impact of the Foote Grants and other Foundation’s grants and initiatives as required.</li> <li>• With the support of the Development team, liaise with major donors to maximise the impact of the Foote Grants</li> <li>• Monitor policy changes and new developments in relation to the Foote Grants.</li> <li>• Monitor successful applications to ensure that grant conditions and reporting requirements are met</li> <li>• Respond to enquiries from applicants and potential applicants for the Foote Grants</li> <li>• Provide information and content to the Communication’s Team for use in the Annual Report, the website, and newsletters.</li> <li>• Attend functions and events as required, as a representative of the Foundation.</li> </ul>
<p><b>Position Responsibilities</b></p> <p><b>Administration (40%)</b></p>	<ul style="list-style-type: none"> <li>• Assist Program Managers in administering their programs and initiatives</li> <li>• Support Program Managers by responding to enquiries from applicants and potential applicants where required</li> <li>• Assist in the preparation of committee and Board papers.</li> <li>• Act as Secretary for meetings as required, including preparing agenda, taking minutes and operating IT systems.</li> <li>• Assist Program Managers with CRM records and with impact reporting as required.</li> <li>• Assist in reviewing projects through both progress and acquittal reports., including correspondence, follow up with grant partners and update CRM as required.</li> <li>• Other duties as directed by the Senior Program Manager or CEO.</li> </ul>

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<p><b>Personal skills, attributes, and experience</b></p>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Highly organised</li> <li>• Excellent analytical, research and evaluation skills including experience in a CRM system.</li> <li>• Excellent computer literacy and data management skills.</li> <li>• A demonstrated ability to contribute to a positive and solutions focused work culture.</li> <li>• Ability to work effectively in a team environment.</li> <li>• Ability to work independently under pressure and meet deadlines.</li> <li>• Capacity to attend to fine detail.</li> <li>• High level of confidentiality and professionalism with a demonstrated ability to work to deadlines.</li> <li>• Ability to build effective and respectful working relationships with a wide range of stakeholders.</li> <li>• At least five years' work experience in a relevant organisation.</li> <li>• Tertiary qualifications in a relevant discipline.</li> <li>• Experience of interacting with a wide variety of stakeholders from diverse sectors, including government and the charitable sector.</li> <li>• Demonstrated commitment to social change through volunteering or employment with Not-for-profit/for-purpose organisations</li> </ul>
<p><b>Remuneration</b></p>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> 1.0 full-time contract, with flexible working hours. Hybrid working requiring a minimum of 3 days in the office and includes additional reasonable hours.</li> <li>• <b>Duration</b> 1-year fixed-term appointment.</li> <li>• <b>Location:</b> Melbourne</li> <li>• The Foundation values and celebrates diversity among our employees and in our partnerships. We are an Equal Opportunity Employer — all qualified applicants will receive consideration without regard to race, colour, religion, gender identity or expression, sexual orientation, national origin, age, disability, or family/marital status.</li> </ul>