

Grants and Communications Lead (0.5 FTE)

- Interested in making a difference in the community
- Work for a leading South Australian grant making foundation
- Utilise your database and IT skills

Overview

The James and Diana Ramsay Foundation is a private ancillary fund (PAF) based in South Australia which provides grants to charitable organisations in the areas of arts, medical research and youth at risk.

This position would suit someone with experience in a not-for-profit organisation with a commitment to making a difference in the community and has sound experience in working with databases. This role is responsible to the Executive Director and works with multiple stakeholders including the Board, our funding partners and the philanthropic sector. This role is a permanent part-time position based in the Adelaide CBD.

Role Description

- Assist with the effective management of grants and funding partnerships
- Database management, establishment of an online grantmaking system
- Assist with preparation of Board papers and published annual review
- Maintain web site, sourcing of stories and articles
- Address IT functions or issues as required
- Engage with the philanthropic and not-for-profit sectors
- Assist Executive Director as required

Skills/Experience/Knowledge

- Advanced knowledge of Microsoft Office applications
- Experience with databases (preferably Access) and have financial aptitude
- Experience with website operations and IT

Key capabilities or desirable qualities

- Respect for work of the James & Diana Ramsay Foundation
- Compassionate understanding of the not-for-profit sector
- Professional presentation with high level of integrity and initiative

To apply please submit a CV and covering letter, explaining why this role is of interest and how your experience is relevant by addressing the criteria as above.

A copy of the position description can be found at : www.jdrfoundation.com.au under 'News and Resources' and phone enquires can be made to (08) 8232 9909 and applications should be emailed to: kerry@jdrfoundation.com.au by **5 pm Wednesday 12 September 2018**.