



GRANTS and COMMUNICATIONS LEAD (0.5 FTE)

Reports to	Executive Director
Location	Suite 912, 147 Pirie Street, Adelaide
Website	www.jdrfoundation.com.au
Salary:	Negotiable, 0.5 FTE

Business Overview

The James and Diana Ramsay Foundation is a private ancillary fund (PAF) which supports charitable organisations in the arts, medicine and youth at risk.

The trustees of The James and Diana Ramsay Foundation are proud of the Foundation's grant making history and the impact it has had on the charitable sector in South Australia. The Foundation, now in its 10th year is at a stage of growth and looking to expand its staff and philanthropic giving.

Purpose of Position and Key Responsibilities

Located in Adelaide CBD, this role will assist the Executive Director in the management of grants and distribution of James and Diana Ramsay funds in accordance with our mission statement, assist with communications, website, database, annual report and matters relating to board meetings.

This position may suit someone with experience in a not-for-profit organisation with a commitment to making a difference in the community and have sound experience in working with databases.

The position is responsible to the Executive Director and works with multiple stakeholders including the Board, our funding partners and the philanthropic sector.

This position will also provide support to the Executive Director in the day to day running of the Foundation as required.

Role Description

- Assist with the effective management of grants and funding partnerships, including liaison with partner organisation representatives to ensure that partnership project management and reporting milestones are met and monitored, processing grant payments
- Database management and the establishment of an online grantmaking system will be key components of the role
- In conjunction with the Executive Director, maintain and develop up-to-date procedures, data collection and reporting in relation to funded partnerships
- Respond to enquiries from funding partners and new applications
- 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
- Develop knowledge of and engage with the philanthropic and not-for-profit sectors
- Special projects as required

Personal Qualities/Skills/Aptitudes

- Respect for the values of The James & Diana Ramsay Foundation
- Highest ethical standards and personal integrity
- Ability to relate to a variety of people
- Ability to work independently
- Analytical, research and evaluation skills
- Ability to attend to fine detail
- Excellent written and oral communication skills
- Professional presentation.
- Ability to handle matters in confidence
- Australian residency

Experience/Knowledge

- Advanced knowledge of Microsoft Office applications
- Experience with databases (preferably Access)
- Reasonable experience with Excel and financial aptitude
- Project management skills
- Experience with website operations and IT
- Excellent communicator

Given the JDRF staff number is small, this position description should not be considered definitive. Duties may change in consultation with the incumbent as necessary, and in due course, hours may be increased.

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**.