



POSITION DESCRIPTION

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| Title | Community Impact and Grants Coordinator |
| Status | Full time (negotiable) |
| Reporting to | Community Impact and Grants Manager |
| Direct Reports | nil |

BACKGROUND

The Give Where You Live Foundation aims to address one of the most complex and entrenched social issues in our community - disadvantage. Since 1954, the Foundation has been bringing together individual community donors, corporate supporters and service delivery community partners to help achieve our vision. With our partners and donors, we work together to Build Better Communities by providing grants and delivering programs that help provide educational and employment opportunities and support people experiencing a life crisis. Visit the Foundation’s [website](#) for more information about our work.

The Give Where You Live Foundation is an equal opportunity employer, and as a signatory to the GROW (G2I Region Opportunities for Work) compact, we encourage applications from a diverse range of applicants.

POSITION PURPOSE

Reporting to the Community Impact and Grants Manager the Coordinator will be part of the team that supports the Foundation’s ability to impact the community as it relates to the Foundation’s [Theory of Change](#).

The Community Impact and Grants Coordinator is responsible for coordinating the Foundation’s annual [grantmaking](#) calendar and providing programmatic and administrative support across the Foundation’s community impact activities, including [Feed Geelong](#) and [ENGAGE](#).

The Coordinator will provide programmatic and administrative support to multiple grant rounds implemented by the Foundation annually as well as the Foundation’s efforts to support food security (Feed Geelong) and issues impacting young people (ENGAGE Youth in Philanthropy program).

POSITION SPECIFICS

| KEY RESULT AREAS | RESPONSIBILITIES | KEY PERFORMANCE INDICATORS |
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| Program Coordination | <ul style="list-style-type: none"> Coordinate grantmaking cycle including: grant round communication and marketing, online application process, receiving and preparing applications, confirming eligibility, grant review panel process, notification and grant agreements, acquittal and evaluation reporting process, grantee meetings in conjunction with Community Impact and Grants Manager Coordinate Direct Assistance Voucher Program (DAVP) including: online application process, voucher allocation process, notification and agreements, auditing and reporting process, collating data for reports Coordinate “Seeing is Believing” Tours for donors/partners as required Coordinate “Where You Can Eat” material | <ul style="list-style-type: none"> Positive feedback from applicants, grant review panelists and grantees DAVP and Grant Round processes delivered on time Positive evaluations from participants of “Seeing is Believing” Tours and volunteer opportunities Feed Geelong website is up to date and materials delivered on time |

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| | <p>development and distribution</p> <ul style="list-style-type: none"> • Coordinate requests for volunteer opportunities as required | |
| IT | <ul style="list-style-type: none"> • Develop and maintain online grant application system (Formstack, Webmerge and Salesforce) • Maintain grants management system (Salesforce) and ensure that all grant documentation is complete, accurate and current. • Develop and update CIGM website content (Wordpress) • | <ul style="list-style-type: none"> • Information up to date in grants management system (Salesforce) • CIGM website content up to date • Grant application system up to date |
| Relationship Management | <ul style="list-style-type: none"> • Provide excellent customer service, responding to requests and providing timely, accurate information as required • Maintain relationships with applicants, grantees, community grant review panellists, program partners and program participants (including ENGAGE youth participants). • Participate in Geelong Food Assistance Network meetings • Coordinate ENGAGE youth participant recruitment processes, participate and provide support to participants during program participation (including transportation) and maintain participant communication systems • Coordinate Community Grant Review Panel Process • Provide collated data and Grant Information to support GWYL Media, Marketing, Events and Corporate Fundraising staff/campaigns as required. • Participate in grant review process • Support and participate in Foundation-wide events as required. | <ul style="list-style-type: none"> • Respond to requests in a timely manner • Positive feedback from applicants, grant review panellists, grantees, ENGAGE participants and other stakeholders • ENGAGE Participant and community grant review panel recruitment goals met • Communications content delivered on time |
| Administration | <ul style="list-style-type: none"> • Manage grants@givewhereyoulive.com.au email address fielding new enquiries and actioning or referring as appropriate • Maintain CIGM contacts in CRM (Salesforce) • Provide secretarial, data entry and record keeping support for CIGM • Support CIGM meetings and event set-up and liaise with event staff as required | <ul style="list-style-type: none"> • CRM is up to date • Tasks completed in a quality and timely manner |

POSITION KEY SELECTION CRITERIA

Essential Skills/Abilities:

- Ability to plan and prioritise workflow and meet deadlines
- Organised with keen attention to detail and ability to handle multiple tasks simultaneously and calmly
- Resourceful and able to take initiative and produce self-directed work
- Proactive problem solving and process improvement/learning mindset
- Strong written and verbal communication skills
- Operates with discretion, sound professional judgment and tact
- Proficient with technology including Microsoft Word, Excel, PowerPoint, CRMs, WordPress and other online tools
- Excellent interpersonal skills and a collaborative team and customer-oriented approach
- Flexible and enthusiastic approach to work
- 3+ years work experience
- Valid Driver's License

Highly desirable:

- Experience with CRMs and online tools including Salesforce, WebMerge, Formstack, Dropbox, MailChimp, Canva, Survey Monkey, WordPress websites
- Work experience in the not-for-profit sector
- Project management experience

Personal Behaviours & Attributes

- Commitment to the Give Where You Live Foundation's vision, mission and values (see below)

ADDITIONAL INFORMATION

- Any offer of employment at the Give Where You Live Foundation will be subject to a satisfactory National Police Record Check and Working with Children Check where applicable.
- Some out of hours work may be required in this position.
- Full-time position (negotiable)
- Annual salary range for the fulltime equivalent position is \$45,000-\$55,000 plus superannuation (9.5%), with generous leave policy, flexible working hours and ability to salary package. All to be negotiated with the successful applicant.
- An offer of employment will be subject to a six-month probationary period.
- Ongoing performance and employment will be measured against a jointly developed workplan with KPI's and the organisational values and demonstrated behaviours.

TO APPLY

Email your resume and a covering letter addressing the key selection criteria outlined in the position description to: grants@givewhereyoulive.com.au au by close of business **Thursday 18 April 2019**.

QUESTIONS

Please direct any questions to Cynthia Scherer, Community Impact and Grants Manager via email grants@givewhereyoulive.com.au or phone (03) 5229-4364.

VISION, MISSION AND VALUES



VISION

A G2I region where all people are part of an inclusive and connected community and not limited by the effects of disadvantage.

MISSION

We are a catalyst for social change through innovative philanthropic solutions to challenging social problems. We engage donors and build partnerships; undertake best practice grant making and provide visionary leadership to create common agendas.

VALUES

| VALUE | WHAT IT MEANS | BEHAVIOURS |
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| INTEGRITY | We are committed to being honest, respectful, consistent and ethical in our behaviour, relationships and work. | <ul style="list-style-type: none"> • Always acts honestly and transparently and presents the truth no matter how difficult. • Shows all people respect and dignity • Exhibits the highest standards of ethics. • Is aware of the impact of own behaviour on others and manages behaviour appropriately. • Admits mistakes and reflects honestly on own performance and actions. • Always represents themselves and the organisation to the highest standard and never places the organisation's reputation at risk. |
| ACCOUNTABILITY | We are accountable to our supporters, partners and the Geelong Community. We take responsibility for the stewardship of the funds we raise and will ensure our actions and reporting are transparent. | <ul style="list-style-type: none"> • Takes responsibility for own actions, behaviours and work. • Ensures responses to queries are timely and accurate. • Ensures transparency in all actions and dealings with all stakeholders. • Is a team player and takes responsibility for both individual and team results. • Does not avoid responsibility. • Always behaves in the best interest of the organisation. |
| EXCELLENCE | We strive to be the best we can be in all activities we undertake. Consistently questioning our service standards will help us achieve our ambition of continuous improvement. | <ul style="list-style-type: none"> • Constantly questions level of service with a view to improving. • Never settles for second best or allows 'good enough' to become the standard. • Honestly benchmarks themselves constantly against best practice within our organisation and the wider community. • Independently seeks information on best practice. |
| DIVERSITY | We embrace the diverse nature of the Geelong community. We encourage new ideas and value all opinions because this will better inform our work and increase our connectedness to the Geelong region. | <ul style="list-style-type: none"> • Is inclusive of new staff, volunteers and stakeholders. • Listens to all ideas and offers constructive feedback not criticism. • Values a different point of view. • Engages in respectful, active debate which encourages ideas. |

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| INNOVATION | <p>Innovation will be a key factor to our success. We will constantly strive for improved, efficient and effective methods of completing our work, engaging our partners and communicating with the community.</p> | <ul style="list-style-type: none"> • Accepts and embraces change as natural. • Pursues new ideas and encourages others to do the same. • Consistently questions our methods to try and find a new and improved way of doing things. • Works proactively and doesn't need constant direction. |
| PASSION | <p>We are passionate about our work, creating sustainable improvement in people's lives, and supporting the Geelong community.</p> | <ul style="list-style-type: none"> • Shows dedication to our mission and purpose. • Shows high level commitment to achieving a good result or enhancing the organisation. • Is a public advocate for our mission and the Geelong region. |