

POSITION DESCRIPTION

POSITION TITLE:

Grants Officer

3 year contract

Full time

NAME OF POSITION HOLDER:

SIGNATURE:

TITLE OF SUPERVISOR:

Director, Grants

NAME OF SUPERVISOR:

Rachael Hurley

SIGNATURE:

For office use only

Position Number:

1. PURPOSE OF POSITION

The Grants Officer is responsible for administering The Royal Children's Hospital (RCH) Foundation grants program. This includes:

- Maintaining the Salesforce database
- Processing grant applications and approvals
- Coordination of the grant acquittals process
- Preparation of papers, reports and minute taking for monthly RCH Philanthropic Funding Proposal Committee

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor: Director, Grants

Positions that also report to Supervisor: Nil

Positions that report to this position: Nil

2. ORGANISATIONAL CONTEXT OF POSITION

Founded in 1989, the RCH Foundation is the fundraising arm of the RCH, one of the world's leading children's hospitals. The RCH Foundation has the vital role of raising and distributing donated funds to the hospital. While a legally separate organisation, the RCH Foundation works closely with the hospital and its Campus Partners (Murdoch Children's Research Institute and University of Melbourne) to achieve this vision.

Generous community support helps to sustain the hospital's role as international leader tackling some of the world's biggest health issues, and the RCH Foundation supports a vast network of fundraisers and donors. Donated funds drive the hospital's growth, are utilised for purposes of medical excellence, and support only the most innovative, life-changing programs and initiatives – that would otherwise not exist - in the areas of research, leadership, training, technology, equipment, and patient and family centred care.

Vision We are The Royal Children's Hospital Foundation and we are changing the future of children's health. Our vision is that the RCH, founded in philanthropy, supported now and in the future, will have the capacity to transform health care for children and young people.

Mission We inspire the community to invest in the hospital's future by supporting care, treatment, research and learning that will improve the lives of young people and their families

Impact We align with the strategic priorities of the RCH

Values **Integrity**
Moral, Ethical, Honest, Transparent and Trustworthy
We show integrity in all our interactions.

We build trust with our communities by being transparent and by respecting our donors, suppliers and colleagues.

Gratitude

Gratitude and appreciation guide what we do

We are grateful to work in an organisation where young lives are being changed.

We appreciate the generosity of our donors, the support of our colleagues and the respect of our community.

We are grateful for the love the community demonstrates for our children.

Innovation

Change and creativity are central to who we are

We empower each other to explore new ways to innovate and change.

We support medical innovation and we enable the RCH to break new ground.

Excellence

Beyond best practice

We hold ourselves to the highest standard.

We are professionals in our field with a burning desire to pursue excellence.

Our action orientation coupled with reflective practice drives growth and leads to significant impact for the hospital and our donors.

The result of these values translates into action. We are known for delivery on our commitments.

4. NATURE AND SCOPE OF POSITION

4.1 Work Performed

The Grants Officer is responsible for maintaining the Grants Module of the Salesforce database, ensuring that all data is kept up to date involving applications, approvals, acquittals, validating records, reviewing distributions and monthly reporting.

The position is mostly the first point of contact for general grant enquiries, manages the administration of grant applications and funding agreements, prepares committee papers and maintains the grant email and website content. Central to the success of the role is understanding the important key relationships that the RCH Foundation has. This includes working closely with key stakeholders on the RCH campus.

The Grants Officer also coordinates the acquittals process ensuring reporting is undertaken for all approved grants. The Grants Officer reviews financial reports against the approved budget and impact reports against stated KPIs, to ensure that projects are complying with the approved terms and grant conditions.

The Grants Officer is responsible for the preparation of grant applications for a small number of approved grants to external granting bodies (trusts and foundations) and ensuring that, if successful, these grants are managed appropriately and acquitted to both RCH Foundation and to the external granting body.

As part of a small team, the Grants Officer must be pro-active and detail oriented, with the ability to respond to requests in a timely way, while not losing focus of competing priorities. It is important to note that due to the nature of working in a small team, flexibility is required and the role will be fast-paced and the incumbent will enjoy a high level of variety.

4.2 Challenges and problem solving

Major challenges currently facing the position include:

- Maintaining relationships with key stakeholders is essential
- Understanding the role of the Foundation as a grantor and ensuring that the role and importance of philanthropy engagement is well understood by all stakeholders
- Using own initiative and problem solving skills are key attributes
- Ensuring timely feedback to RCH following funding confirmation, acquittals and variations
- Ensuring a meaningful acquittals' process is met and improvement strategies are identified
- Understanding financial management of grants

4.3. Decision-making

The Grants Officer is responsible for reporting the progress of RCH Foundation funded grants and as such makes decisions concerning the accuracy of information, timely collection of data and collation of reports.

The person makes judgments as to whether projects are achieving agreed deliverables, including timeframes, measures and whether distributions of funds are tracking to timelines. Where a project is deviating from the approved grant, the Grants Officer assesses the validity of the need to vary the grant and works closely with key hospital staff to progress to the variations process.

Understanding the campus relationships and the scale of the granting program, it is vital that this person knows when to refer matters to the Director Grants.

Although the position lodges submissions to a small number of external trusts and foundations, it is the Director, Fundraising (or their delegate), who is the main relationship manager for these stakeholders. The Grants officer will create, build and maintain relationships with relevant stakeholders where it supports the submission and management of external grants.

4.4. Communication

Internal

- Other Foundation staff – act in accordance with the RCH Foundation’s values and create a team environment that works towards the success of the enterprise.
- Work closely with fundraising, communications and finance teams
- To be part of the team, and join in our flexible, supportive and passionate working environment with good humour and a positive attitude

External

- Grant applicants and recipients
- Key stakeholders
- External granting bodies (submission of grants, follow-up on advice and liaison regarding acquittals)

4.5.KEY ACCOUNTABILITIES

Coordinate Grants Module of Salesforce Database

- Ensure relevant grant information and supported documentation is updated regularly into the Foundation’s database, Salesforce, maintaining data integrity
- Ensure Grants Portal is maintained
- Provide regular updates and reports to the Director Grants
- Ensure decisions are put into practice
- Implement and maintain systems to ensure integrity of the database

Preparation of Committee Papers

- Prepare and distribute meeting papers for the RCH Philanthropic Funding Proposal Committee
- Ensure all information is provided to the committee to allow members time to review and meaningful discussion to occur
- Take minutes and ensure follow-up of action items
- Assist in the preparation of the RCH Foundation Grants Committee papers

Applications, Approvals, Acquittals & Variations processes

- Activate the online RCH approvals process for applications
- Liaise with grant recipients to confirm funding and agreed conditions, distribution and reporting schedules
- Following up acquittal reports on behalf of the RCH Foundation and ensuring high quality acquittals (financial and impact reports) are completed in a timely fashion and provided to all stakeholders responsible for reviewing progress of active projects
- Reviewing reports against agreed timelines, objectives and budget
- Prepare agenda for monthly acquittals meeting and following up actions
- Provide relevant information to fundraising staff to ensure acquittals are reported to key stakeholders
- Requesting a variation where a grant has deviated from stated budget and objectives
- Coordinate the variation process
- Evaluate the acquittals and variations processes annually
- Ensure grant close out procedures occur for completed grants

Distribution of funds

- Prepare and review distributions for the monthly distributions meeting
- Follow up any actions for the Chief Financial Officer to review
- Work closely with the Management Accountant to manage distributions, forward commitments and variations

Forward Commitments

- Prepare and validate monthly report for submission to Director Grants and Chief Financial Officer

Grants Website and Email

- Ensure website content remains up to date
- Ensure the general grant emails are actioned and responded to in a timely way

Submission to External granting bodies

- Once approved by RCH Foundation Grants Committee, in conjunction with the Director, Fundraising (or their delegate) assess grants for submission to external granting bodies
- Lodge submissions to meet granting bodies' deadlines
- Follow up to ascertain success or feedback
- Ensure invoices are sent in a timely manner (where required)
- Ensure acquittal process aligns with RCH Foundation process to maximise efficiency
- Ensure timely and appropriate acquittal to external granting body

Other Functions

Other related duties as assigned by the Director Grants for the purpose of ensuring efficient and effective functioning of the RCH Foundation grants program.

5. KEY SELECTION CRITERIA

Essential

- A minimum of three years' experience in a similar role in a granting organisation or demonstrable relevant experience
- Demonstrated experience in financial management including budgets, distribution and reporting schedules and projects
- Excellent written and verbal communication, presentation skills and excellent telephone manner
- Strong administrative skills, with sound knowledge in Word, Excel and Database applications
- Attention to detail
- Ability to work under own initiative to strict deadlines, and manage multiple projects simultaneously
- Commitment to the RCH Foundation's values and a working style that reflects these

Desirable

- A relevant tertiary qualification or demonstrable relevant experience
- Demonstrated understanding of the Not-For-Profit and Philanthropic sectors
- Experience in operating effectively in a flexible working environment with excellent client service skills and focus
- Experience with online databases such as Salesforce
- Experience in understanding budgets and financial analysis/reporting

6. TERMS AND CONDITIONS

- The vacancy is offered on a contract basis full-time position for an initial period of 3 years, subject to renewal.
- There will be a 6 month probationary period.
- A competitive remuneration is available, depending on experience (\$80,000 - \$100,000 package). Salary packaging is available. Leave entitlements as per national standards.

7. PERFORMANCE INDICATORS

To be developed with a personal work plan.

AGREEMENT TO THIS POSITION DESCRIPTION

SIGNED for and on behalf of the Chief Executive Officer of The Royal Children's Hospital Foundation

Sue Hunt

Date

SIGNED by the APPOINTEE

[name]

Date