

JOB DESCRIPTION

POSITION:	Portfolio and Partnerships Manager / Associate
BUSINESS ENTITY:	The Snow Foundation
REPORTS TO:	Impact & Engagement Manager
UPDATED:	September 2023

LOCATION AND DAYS:

- Sydney
- The office is located at The Hub Hyde Park in Liverpool Street, Darlinghurst
- 3-5 days per week, with the flexibility of working from home one day a week

MAIN DUTIES:

Under the direction of the Impact & Engagement Manager – the Portfolio and Partnerships Manager will work collaboratively with key internal and external stakeholders to support Snow Foundation’s partners, with a particular focus on the Snow Entrepreneurs fellowships program, social entrepreneurs and sector partnerships. An important part will be managing the Foundation’s catalytic impact investments.

This is an opportunity to join a respected family foundation that continues to innovate and grow its significant support to the social impact sector.

ABOUT THE SNOW FOUNDATION:

The Snow Foundation is a family philanthropic foundation founded in Canberra in 1991 by Terry and George Snow. Our mission is to create opportunities and strengthen resilience for a more caring and inclusive community where everyone can thrive.

We do this by identifying gaps, supporting innovative and community-led initiatives with potential for big impact, taking considered risks to help bold ideas become reality and being engaged partners, providing more than funding where we can add value.

The Snow Foundation pursues a strategy of further growth and innovation, built on a strong sense of trusted partnerships with communities.

Impact Investing – Portfolio Management

- Monitor the financial, operational and impact performance of the Snow Foundation's catalytic impact investments, including equity, debt, convertible and SAFE notes and social impact bonds (currently totalling \$3m across 11 social purpose organisations, and is set to grow).
- Conduct comprehensive research and due diligence on potential impact investments, assessing their alignment with our mission and financial viability, including supporting negotiation of terms and conditions, documentation, and financial and impact reporting frameworks.
- Build trusted and responsive relationships with impact investing partners and support them in pursuing their mission, including identifying risks, providing advice, making connections and identifying opportunities to enhance their work and assist in times of challenges.
- Report on financial, operational and impact performance of investment partners to the Snow Foundation investment committees and Board.
- Implement and continually improve processes, workflows and strategies for managing catalytic impact investments.

Philanthropic Partners – Relationships and Support

- Manage select philanthropic partnerships under the Our Country and Our Sector pillars, including reviewing progress and supporting partners to achieve their objectives.
- Carry out assessments of new funding opportunities against the Foundation's selection criteria and conduct due diligence on potential new partners.
- Work closely with the Impact & Engagement Manager to implement the Snow Foundation's social entrepreneur and innovation initiatives, including further development and management of the Snow Entrepreneurs fellowship program (potential future growth).
- Provide progress updates to Snow Foundation Board and other stakeholders and maintain data in the grants management system.

Research and Communication

- Research and prepare reports and discussion papers on Snow Foundation areas of interest, including issues, solutions, key players and opportunities, to enable informed decision-making, strategic and thought leadership by the Foundation and its representatives.

- Keep abreast of sector developments and opportunities that could benefit Snow Foundation partners.
- Contribute to newsletters, annual reports and other communications materials.

REQUIRED ATTRIBUTES:

This role suits someone with a background in venture capital, impact investing, philanthropic partnership management or evaluation role who wants to make a difference in a forward-thinking, dynamic organisation. The successful candidate will be comfortable working as part of a small team as well as taking initiative and responsibility and doing 'what needs to be done.'

Experience

A minimum of three to five years' experience in a portfolio management, partnership/account management or project management role. Experience in venture capital / impact investing and/or start-up business growth is highly desirable.

Passion and Commitment

Passionate about and committed to supporting entrepreneurial leaders and innovation to achieve social change in line with The Snow Foundation strategic plan.

Outstanding Relationship Skills

Ability to build strong relationships based on trust and respect with a diverse range of internal and external stakeholders.

Outstanding Analytical and Research Skills

Ability to research, grasp and communicate complex social issues as well as analyse business and financial performance, including a focus on social impact.

Undertaking due diligence on potential impact investments, assessing their alignment with our mission and financial viability.

Excellent Organisational Skills

Highly organised, detail-oriented and able to plan and manage projects, including involving multiple stakeholders and adapting plans quickly when required.

Excellent Written and Oral Communication Skills

Strong written and oral communication skills to effectively communicate with internal and external stakeholders, including Board, Investment Committee, team and partners.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with The Snow Foundation. This includes pitching in if and when required, providing support to other team members, and no office politics by showing equal respect to your colleagues and team members at all times. The role will develop and foster

positive internal and external relationships to manage ad-hoc duties and tasks as directed by the Impact & Engagement Manager and the Snow Foundation team.

Self-Starter

The role requires a level of autonomy with their support to the Snow Foundation team members and other stakeholders and can identify priorities without ongoing direction, as well as providing support at short notice as required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Delivery of Service

Ensure delivery of high quality service to the community, partners and advisors.

Presentation and Image

Professionally presented and have a clear understanding that they are representing The Snow Foundation in a professional manner at all times.

The Snow Foundation Values

Positively follow The Snow Foundation values to ensure culture is maintained as a family-owned, positive, professional philanthropic foundation. The values are:

- **Humility** – we recognise the expertise of our partners and help them achieve great things
- **Social Justice** – we uphold principles of equity, inclusiveness and fairness
- **Commitment** – we are here for the long term and understand social change takes time
- **Collaboration** – we are engaged with our partners and our community and work together supportively
- **Empathy** – we strive to understand and share the feelings of others
- **Transparency** – we share our learnings and promote shared intelligence

Feedback

May participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. Use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Software

The role is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook
- Database or grants management system (favourable)
- WordPress, PDF editor (favourable)

Target Safety – Aim High

All Snow Foundation employees have a duty to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as they are able, with any reasonable instruction that is given by The Snow Foundation to allow it to comply with its work, health and safety obligations;
- co-operate with any reasonable policy or procedure of The Snow Foundation relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.