

JOB DESCRIPTION

POSITION:	Partnerships Manager
REPORTS TO:	Our Place Manager
UPDATED:	January 2024
POSITION:	Days, Office VS Home: Ideally full-time with flexibility for 4 days Based in the office with flexibility to work from home Office is based at Canberra Airport

This is an opportunity to join a respected family foundation that continues to innovate and grow its significant support to the for-purpose sector. There are four pillars that guide the Foundation's giving, the Our Place pillar recognises Canberra as our main place, supporting a variety of local organisations across a range of causes to help address need, build capacity and connection. Other key regions in Our Place include the NSW South Coast and Sydney where we work with two major partners who are connected to local issues and organisations.

Main Duties:

Under the strategic direction of the Foundation, the Partnerships Manager will report to the Our Place Manager and work collaboratively with the Snow Foundation team, our external and internal stakeholders to deliver the business objectives of The Snow Foundation, with a particular focus on the for-purpose sector of Canberra and the surrounding region, known as Our Place. An important part will be leading the delivery of the Canberra Foundations Collaborative annual grant round and developing and implementing capacity building workshops and leadership programs for Our Place partners.

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.

Responsibilities:

Leadership and Strategic Partnership Development:

- Lead the delivery of the Canberra Foundations Collaborative annual grant round.
- Develop and implement capacity building workshops and leadership programs.
- Manage flagship and major grant partnerships through the complete life cycle from initiation, through due diligence to implementation and evaluation to optimise impact and outcomes.
- Strengthen and support existing strategic partnerships with non-profits, social enterprises, and community-based organisations aligned with the Foundation's mission and objectives.
- Identify new opportunities and partnerships aligned to the Foundation's strategic direction to grow impact in our community.

Relationship Management:

- Build and maintain strong relationships with current and potential partners, including regular communication, visits, and collaboration on joint initiatives and understand their impact in the community.
- Work closely with specific partners to understand their needs and challenges and identify opportunities to provide support aside from funding, through building profile, networks, and capacity to strengthen their organisation.
- Utilise the Airport business and marketing opportunities to support The Snow Foundation's objectives through communication, workplace giving, and events.

Grant Management:

- Oversee the end-to-end grant management process, including application, review, approval, and reporting.
- Work closely with grantees to ensure compliance with grant requirements and provide support as needed.
- Monitor the progress of grant-funded initiatives, tracking outcomes and assessing impact.

Marketing and Communications

- Liaise with multiple organisations, private and government authorities to confidently communicate The Snow Foundation message externally. This includes being able to communicate effectively and professionally through diversity and equality within a range of constituents.
- Contribute to The Snow Foundation's communication and social channels, including website, e-newsletter, publications including the annual report and Vital Signs project, and social media platforms.

Financial and Reporting

- Ensure forecasting of grants and expenses are coded correctly and submitted for approval / payment within a timely manner.
- Understand and input into the financial forecast and budgetary planning for grants
- Prepare reports for the regular Small Grants Committee, and updates for the broader Snow Foundation team and family.
- Assist the CEO and the Our Place Manager to prepare for Board meetings including reporting against objectives, grant acquittals and analysis, grant recommendations, agenda preparation and meeting minutes, as required.

Position Attributes

Passion for social impact

Demonstrate a genuine commitment to making a positive difference in community and a passion for addressing social challenges through philanthropy and partnerships.

Outstanding Relationship Skills

Strong interpersonal and relationship-building skills, along with the ability to connect with individuals from diverse backgrounds, understand their perspectives, and build trusting relationships.

Strategic Thinker

Possess strategic thinking and analytical skills to assess partnership opportunities, align them with the Foundation's mission.

Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with internal and external stakeholders, including Board, Investment Committee, team and partners. The ability to articulate the foundation's mission, engage partners effectively, and communicate complex ideas in a clear and compelling manner is essential.

Adaptability

The for-purpose sector is dynamic and can present various challenges. The ability to adapt to changing circumstances, think creatively, and find innovative solutions is important for success in this role.

Use Initiative

Take initiative in identifying new partnership opportunities, addressing challenges, and actively contributing to the success of the Foundation's philanthropic initiatives.

Demonstrate a curious and inquisitive nature, with a willingness to learn and stay updated on emerging trends, best practices, and evolving dynamics within the for-purpose sector.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with The Snow Foundation. This includes pitching in 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 Our Place 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.

Community-minded

Must be caring and interested in helping the community and individuals.

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 always representing The Snow Foundation in a professional manner.

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
- 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 Safe Working Procedures and Safe Work Method Statements relevant to the role.