



POSITION DESCRIPTION

Position: Partnerships Manager – Our Place

Business Entity: Snow Foundation

Reports to: Head of Partnerships – Our Place

Location and Days:

Full-time, Canberra-based (5 days in office)

Snow Foundation Canberra Office

Capital Airport Group, Level 4, 21 Terminal Avenue

Plaza Offices – West Canberra Airport ACT

Foundation Overview

The Snow Foundation is a family philanthropic foundation committed to place, country and community. Our purpose is to create lasting social change by building strong communities and forging fair systems.

Our focus spans five interconnected themes—Gender, First Nations, Youth, LGBTQ+, and Community, underpinned by Ecosystem. The Foundation’s giving is guided by four pillars, one of which is Our Place, which connects with and generously supports a breadth of causes and partners where we live and work across the Canberra region (main place), NSW Regional areas and South Coast, Sydney, and select communities in the Northern Territory.

Established in 1991 by brothers Terry and George Snow, and led by Georgina Byron AM since 2006, the Foundation has grown from its Canberra roots into a trusted philanthropic leader with national reach.

Opportunity Overview

The Snow Foundation is seeking an experienced partnership leader with a strong track record in program delivery and collaborative partnership work to guide and grow its Our Place portfolio primarily across Canberra and the surrounding region. This role will lead the Canberra Foundations Collaborative activities, a partnership between local philanthropic organisations focused on coordinated grant making and capacity building to respond to community need and will identify and drive opportunities to strengthen leadership capability and organisational capacity across the local for-purpose sector.

The position offers a meaningful opportunity to shape place-based philanthropy, work alongside trusted partners, and contribute to stronger, more connected communities over the long term.

Position Brief

Under the strategic direction of the Foundation, the Partnership Manager reports to the Head of Partnerships – Our Place and holds primary responsibility for the strategic planning, coordination and delivery of agreed partnership priorities. The role works collaboratively with the Snow Foundation team and internal and external stakeholders to advance the Foundation’s business objectives, with a particular focus on the for-purpose sector across Canberra and the surrounding region (Our Place).

A core accountability of the role is leading the end-to-end design and delivery of the Canberra Foundations Collaborative annual grant round, which responds to priority community needs, working closely with the other two founding partners, Hands Across Canberra and John James Foundation. The role leads the design and delivery of the Collaborative’s capacity-building program, alongside developing, implementing and evaluating broader leadership and capability initiatives, including the Lead the Way our leadership program, which has been co-designed with the Social Impact Hub to strengthen Our Place partners and contribute to long-term community impact.

Main Duties

Leadership, Partnerships and Program Delivery:

- Lead the delivery of the Canberra Foundations Collaborative annual grant round, working in close partnership with Hands Across Canberra and John James Foundation, including shared planning, agreed timelines, coordination and follow-through across partner organisations.
- Lead the end-to-end design, project management, delivery and evaluation of the Canberra Foundations Collaborative capacity-building program and the Lead the Way leadership program.
- Manage large and responsive 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, bringing recommendations forward with clear rationale and implications.

Relationship Management:

- Build and maintain strong relationships with current and potential partners, including regular communication, visits, and collaboration on joint initiatives, developing a strong understand of their impact in the community.

- Work closely with specific partners to understand their needs and challenges and proactively identify opportunities to provide support aside from funding, through building profile, networks, and capacity strengthening.
- 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 in line with agreed processes and timelines.
- Work closely with grantees to ensure compliance with grant requirements addressing issues early and escalating where needed, while providing appropriate support.
- Monitor the progress of grant-funded initiatives, tracking outcomes and assessing impact.

Marketing and Communications:

- Build effective working relationships with government and private sector organisations to communicate The Snow Foundation's message clearly, engaging professionally with a diverse range of stakeholders and perspectives.
- Manage the planning, coordination and delivery of communications for the Canberra Foundations Collaborative and the Lead the Way program, including website content, social media, digital and print assets and other promotional materials, working closely with the Snow Foundation's internal communications team, as well as partners and suppliers to ensure consistency, quality and timely delivery.
- 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, meeting agreed deadlines and quality standards.

Financial and Reporting

- Ensure accurate forecasting of grants and expenses including correct coding and submit all requests for approval and payment in line with agreed timelines and processes.
- Understand and input into the financial forecast and budgetary planning for grants.
- Prepare clear, timely and accurate 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, ensuring materials are complete, accurate and delivered by agreed deadlines.

Position Attributes

This role requires strong judgement, follow-through and the ability to manage competing priorities, with an expectation of proactive communication and accountability for delivery.

Passion for social impact

Demonstrate a genuine commitment to making a positive difference in the community, translating purpose into practical, high-quality delivery in 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 and translate strategy into clear priorities and actions.

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 clearly and compellingly is essential.

Adaptability

Able to work effectively in a dynamic for-purpose environment, adapting to changing circumstances, thinking creatively and finding solutions while maintaining accountability for agreed outcomes and timelines.

Initiative and Learning

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, applying learning to improve practice and impact.

Team Player

Works collaboratively with internal and external stakeholders associated with The Snow Foundation, pitching in when required and supporting colleagues as needed. Demonstrates

respect, humility and professionalism, contributing to a positive, low-ego team culture and taking responsibility for agreed tasks and outcomes.

Self-Starter

Comfortable working with a high degree of autonomy, able to identify priorities, plan work and deliver outcomes without close supervision. Understand when to seek input, provide updates or escalate issues, and actively look for ways to improve the role through fresh ideas and effective ways of working.

Community-minded

Must be caring and interested in helping the community and individuals, balancing empathy with professionalism and accountability in all interactions.

Service Orientation

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

Professional Presentation

Professionally presented and understand their role as a representative of the Snow Foundation acting with integrity, discretion and consistency across all interactions.

Snow Foundation values

Positively follow 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.

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.

Excellence – “we do the work and do a proper job” Terry Snow AM

Feedback

Will 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, Outlook and Databases
- 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.

Risk management

All Snow Foundation employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of the Foundation.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.

Pre-Employment Medical Assessment

As part of the Snow Foundation's recruitment policies all employees are required to undertake a Snow Foundation facilitated pre-employment medical assessment before commencing with their employment.

If the applicant is assessed as not suitable by the medical assessor's physician, employment with the Snow Foundation will not be continued.

Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____