



**FAY FULLER  
FOUNDATION**

## **Position Description Grants and Engagement Manager (Aboriginal Health)**

### **The Organisation**

Fay Fuller Foundation was established in 2003 by local Adelaide woman Margaret Fay Fuller with a broad and flexible remit to support the health of South Australians. Since its inception as a foundation, Fay Fuller Foundation has distributed nearly \$20M to South Australian based charities and NFPs.

The focus of the Foundation is to catalyse social change in the mental health and wellbeing space by engaging in impactful, people-centred philanthropy. By adopting a community centred, trust-based philanthropic model, the Foundation seeks to build deep relationships with its partners and the community.

In 2019, the Foundation doubled the amount it was annually distributing to community and at the same time, embarked on a process to partner with the Aboriginal Community of South Australia in order to build out a granting model that was designed and implemented by the Aboriginal community to the benefit of community in the Health and Wellbeing sector.

### **The Role**

The Grants and Engagement Manager is responsible for supporting the Foundation's work in the field of Aboriginal Health, specifically, working to support the relationship building, granting processes and resourcing decisions made under the community determined granting model (herein referred to as 'the Community Model').

The emphasis on the role will be on building strong working relationships with the Aboriginal community directly, as well as health, charitable and NFP organisations working in the Aboriginal Health space. In addition, the role will also work closely with Foundation staff across other priority areas of work.

In consultation with the Fay Fuller Foundation's CEO, Board members, strategic partners and the Community Model itself, this role will be responsible for activities ranging from assessing applications for new grants to pro-actively researching and seeking new opportunities to drive better outcomes for community in the Aboriginal Health field.

With the support of the Foundation's operational team, this role will also be responsible for managing the record keeping, administrative functions and reporting requirements of the Community Model ensuring that decision making and grant making processes run smoothly for all stakeholders and for the benefit of community.

Community and partner visits are also a key component of this role which will require regular regional travel.

## **Reporting Relationship and Location**

The role of Grants and Engagement Manager reports to the Chief Executive Officer of the Fay Fuller Foundation on a day-to-day basis but works closely with decision-makers in the Community Model.

The role is nominally based in Adelaide and engaged by the Fay Fuller Foundation directly (noting regular regional travel) but for the right candidate, alternate working arrangements may be considered (e.g., secondments or non-Adelaide location).

## **Professional Responsibilities**

### **Essential Duties and Responsibilities**

#### Grants and Relationship Management

The role will include, but not be limited to:

- Coordinate with the Community Model to provide full lifecycle grant management activities.
- Build and maintain relationships with Aboriginal communities across the state.
- Serve as a key point of contact for new enquiries about the Community Model and support organisations resourced under it.
- Coordinate communications between the major stakeholders involved in the Community Model, the Foundation and community itself.
- Manage the implementation of granting/ funding decisions on behalf of the Community Model.
- Provide administrative support to the Foundation, the Community Model and its stakeholders as needed, covering, but not limited to minute-taking, development of advisory papers, arranging travel and scheduling meetings.

#### Knowledge Management

- Assist in making the right information available to the right people at the right time in order to make good decisions for the benefit of community.
- In co-ordination with the Fay Fuller Foundation Communications and Social Impact Manager, manage the learnings from grants and partners available and accessible in order to drive transparency and accountability to community.

## **Selection Criteria**

### **Essential**

- Experience working with or in granting processes (providing, applying, acquitting etc).
- Demonstrated experience working with Aboriginal communities across the state and their leaders - respecting culture, values and ways of doing business
- Strong relationship management capabilities including a confident phone manner, strong interpersonal skills, and excellent verbal communication skills.
- Experience working with/ in remote and/or rural communities
- Strong planning and time management skills, attention to detail, and the ability to work independently but take direction as required
- Diverse professional writing skills including electronic communications and internal reports.
- An ability to manage and track budgets

- Excellent computer literacy including comfortability utilising communication technology, and advanced skills in Microsoft Outlook, Word, Excel and PowerPoint
- Highly developed ability to take initiative in identifying needs and solving problems
- Full driver's licence and willingness to travel in regional South Australia

**Desirable**

- Experience working within the broader health sector and/ or experience of working within the Aboriginal social and emotional wellbeing space.
- Experience working for or alongside the Aboriginal Community Controlled Health Sector.