



PROGRAM MANAGER

FIXED TERM CONTRACT – COMMENCING FEBRUARY 2018

The [Vincent Fairfax Family Foundation](#) (VFFF) team is seeking a capable self-starter to join our team in a key role. This full-time 10 month contract position is an opportunity to contribute to innovative philanthropy with a particular focus on addressing complex social issues in rural and regional communities.

The Program Manager works with multiple stakeholders from the community, philanthropic and government sectors in their operational responsibility for the Children and Prison and Place-based Programs. They will use their networks to generate grant making leads that align with VFFF's mission and will contribute to general grants management across VFFF's funding priorities.

The role will suit someone with community development experience and a strong affinity for rural and regional communities. Experience in grant making or grant seeking will be highly regarded.

To apply, please email your CV and a letter of motivation addressing the selection criteria (3 pages maximum) to foundation@vfff.org.au.

Applications close Monday 23 October 2017.

PROGRAM MANAGER – POSITION DESCRIPTION

VFFF VISION

In honouring our Founders' beliefs and intentions, VFFF seeks opportunities to benefit and care for Australians and our country.

POSITION SUMMARY

This is a fixed term 10 month contract (February 2018 – November 2018 inclusive). The Program Manager identifies and executes innovative and impactful grant making within VFFF's mission and priorities. The Program Manager is integral to VFFF's day to day grants management and has operational responsibility for the Children and Prison and Place-based Programs. The Program Manager represents VFFF externally, engaging with the sector and seeking opportunities to execute the Foundation's mission, enhance social outcomes and support VFFF's leadership in philanthropy.

The Program Manager reports operationally to the Senior Program Officer and ultimately to the CEO.

KEY RESPONSIBILITIES

Organisational leadership

- Contribute to the smooth running of VFFF's day to day work – grant making and management, Board papers and outcomes analysis
- Support and encourage Fairfax family involvement with philanthropy
- Promote a positive client-focused culture within the wider family office

Grant making and management

- Identify effective grant making leads and other opportunities to execute VFFF's mission
- Conduct due diligence and analysis of funding opportunities and develop Board submissions
- Manage the Children and Prison and Place-based Programs, which includes travel to regional NSW
- Analyse yearly reports for consideration of commitment payments
- Develop effective relationships with grant seekers and grantees, providing assistance and advice
- Assess the outcomes of distributions and programs to inform future grant making

External engagement

- Represent VFFF and work with others as required to advance VFFF's grant making and Children and Prison and Place-based Programs

SELECTION CRITERIA

- Tertiary qualifications in a relevant discipline
- Experience in community development
- An understanding of and sensibility for rural and regional communities
- Sound understanding of grant making or grant seeking
- Ability to work co-operatively with a variety of stakeholders
- Ability to manage multiple tasks and relationships
- Excellent written and verbal communication skills
- Outstanding research, analytical and critical thinking skills
- Solid judgement and maturity
- Experience in program/project management desirable.

REMUNERATION

Salary package commensurate with market rates and the skills and experience of the successful candidate.

KEY DATES

Applications close Monday 23 October 2017

Interviews will be held from mid-November 2017

Start Date: Monday 5 February 2018

End date: Friday 30 November 2018