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## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Manager – Grants   Trusts   Foundations (newly created position)</b>
<b>Location:</b>	Sydney Some interstate travel is anticipated in this role
<b>Employment Status:</b>	Part time .6FTE negotiable
<b>Reporting Relationships:</b>	General Manager Development

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## PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the work which is encompassed within this role. The key areas of responsibility and performance indicators are tied to the performance review and career development conversations. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

## SECTION 1

### MISSION

Lung Foundation Australia's vision is to ensure **'better lung health and reduced impact of lung disease for all in Australia'** by:

- Promoting lung health
- Promoting timely diagnosis of lung disease
- Supporting those with lung disease and their carers
- Promoting equitable access to evidence-based care
- Driving quality research and raising funds for medical and scientific research;
- Influencing public policy, through advocacy across all levels of government.

### VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence and efficiency.

### ENVIRONMENT

The Lung Foundation's National Office includes approximately 28 professional staff, supported by a team of dedicated volunteers. This role is a new role based in a new Sydney office.



## **ATTRIBUTES**

- Managing relationships
- Communication
- Integrity
- Adaptability
- Quality Conscious

## **SECTION 2**

### **POSITION SUMMARY**

#### **The Purpose of the Position:**

The Grants Manager is responsible for all aspects of grants management across the Lung Foundation Australia.

Grant funding is an emerging fundraising and development activity as part of the Lung Foundation's development strategy. Following the recent appointment of a new CEO we have an organisation wide focus on diversity of revenue and sustainability into the future. Grants represent less than 10% of total revenue. The Grants Manager is tasked with sourcing grant funding opportunities, writing funding applications and reports and managing grant contracts.

The Grants Manager works closely with the CEO and General Managers to understand and reflect the needs of the organisations in all grant applications and is the organisations key contact and relationship manager with funders. Consistent with our transformation as an organisation you will work with your colleagues to apply evidence and demonstrate the impact (outcomes) of the Foundation's vision and mission.

In the LFA's 2017-2020 Strategic Plan (attached), we aim to grow our support for research awards and other research initiatives from a current \$2.5Million to \$5Million per annum. The Manager will partner with Executives to help drive this growth.

#### **Skills, Qualifications and Attributed required (Key Selection Criteria)**

- Prior experience in successfully managing a diverse grants portfolio;
- A highly developed understanding of philanthropic, private ancillary funds, corporate foundations, trusts and estates;
- Demonstrated capacity to develop and maintain systems to manage dynamic work priorities, reporting and analysis of trends and results;
- Exceptional analytical, policy development and research skills with the proven ability to research, develop and communicate high level policy and organisational priorities to government and other stakeholders;
- Proven ability to develop strategic long-term meaningful partnerships with a diverse range of internal and external funding partners;
- Demonstrated high level written communication skills and the ability to communicate in various writing styles, including experience in the preparation of funding submissions;



- Excellent oral communication and presentation skills, including the capacity to present to diverse groups of people;
- Proven interpersonal skills;
- Ability to collaborate effectively and develop good working relationships with both internal and external stakeholders;
- A demonstrated commitment to work in a cross functional team environment and not in silos;
- Excellent organisational, planning and time management skills with a strong attention to detail to meet often competing deadlines;
- Highly developed use of Microsoft Office software
- A commitment and personal alignment with Lung Foundation Australia Vision, Purpose and Values;
- A current driver's license;
- A current National Police Criminal History Check; and
- A current Working with Children Check.

### Key Responsibilities

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
<b>Develop strategies to estimate and achieve annual grants income targets</b>	<ul style="list-style-type: none"> <li>• Develop, maintain and grow a network   directory of existing and planned grants   trust and foundation bodies.</li> <li>• Contribute to the organisation wide the translation program linking evidence to program outcomes by identifying grants opportunities that match priorities</li> <li>• Contribute to the preparation of the team budget and other financial reports as required</li> <li>• Ensure all grants operations comply with the law, government agencies, industry standards</li> </ul>	<ul style="list-style-type: none"> <li>• Department budgets are prepared, approved and achieved</li> <li>• A pipeline of funding relationships is established with emerging partnerships development over time</li> <li>• Sustainable multi-year relationships are developed and maintained with positive feedback from partners.</li> </ul>
<b>Research potential philanthropic, government and corporate grant opportunities</b>	<ul style="list-style-type: none"> <li>• Analyse philanthropic and grant policy and service delivery trends on a regular basis and report outcomes with recommendations.</li> <li>• Contribute to Lung Foundation Australia stakeholder engagement strategy by building sustainable relationships with funding bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• The mix and type of grants funding attracted by category with year on year growth demonstrated.</li> <li>• Refunding of projects and continuing relationships with funding bodies is optimised.</li> </ul>

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
	<ul style="list-style-type: none"> <li>• Foster positive relationships with stakeholders, agencies and organisations.</li> <li>• Coordinating, attending and presenting at funder meetings or visits, as appropriate</li> <li>• Database management related to philanthropic records</li> </ul>	
<p><b>In collaboration with General Managers and Managers develop and write grant applications to potential and current providers</b></p> <p><b>Contract management of successful grants</b></p>	<ul style="list-style-type: none"> <li>• Prepare and produce grant applications that align organisational priorities with funding body objectives to secure operational, capital and project funding</li> <li>• Work collaboratively with the General Managers (Clinical Programs and Consumer Health Programs) and contribute to the development, expansion and impact of Lung Foundation's research program which includes: <ul style="list-style-type: none"> <li>- Consumer programs</li> <li>- Disease trials including Australian Lung Cancer Trials Group;</li> <li>- Disease Registries including the Australian Bronchiectasis and Idiopathic Pulmonary Fibrosis Registries</li> <li>- Research Grants and Awards.</li> </ul> </li> <li>• Research and prepare an annual grants calendar and project plan to identify opportunities.</li> <li>• Regularly brief all teams to ensure that grants timelines are adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• Quality applications are completed and lodged.</li> <li>• Percentage of successful vs. non successful funding applications.</li> <li>• Total number of projects supported.</li> <li>• Strict compliance with contractual obligations and timely identification of issues (risk management).</li> </ul>

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
	<p>achieve performance excellence and exceed expectations.</p> <ul style="list-style-type: none"> <li>• Work in partnership with the General Manager Development and the General Manager Corporate Services to professionally manage the contracts of successful grants.</li> <li>• Coordinate the reporting and acquittals as per contractual requirements for all grants.</li> <li>• Represent Lung Foundation Australia at third party events and speaking engagements as required.</li> </ul>	
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with legislative and Lung Foundation Australia WHS policy.</li> <li>• Staff are aware of, and adhere to WHS, Child Protection and Privacy.</li> <li>• Ensure a safe working environment for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• All Workplace health and safety programs are followed to ensure a safe working environment for self and others.</li> </ul>
<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>• Provide leadership for team and foster an environment of performance excellence.</li> <li>• Working in consultation with the General Manager Development in collaboration with key senior staff in order to achieve organisational goals.</li> <li>• Provide grants mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Team work plans developed and delivered annually.</li> <li>• Budgets planned, monitored and achieved.</li> <li>• Synergy with the team to achieve performance excellence.</li> <li>• Team goals and targets are met or exceeded</li> <li>• Successful recruitment and probationary, performance review processes.</li> </ul>

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
	<p>and coaching for staff, and identify development opportunities as required to improve our grants development capacity</p> <ul style="list-style-type: none"> <li>• Work collaboratively to provide support to communication campaigns.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Prepare timely and succinct reports for the Board, sub-committees and as required by the General Manager Development and CEO.</li> <li>• Participate in the development of Lung Foundation Australia strategic framework and annual planning processes.</li> <li>• Maintain professional associations and networks.</li> <li>• Any other reasonable duties as may be assigned by the Chief Executive Officer that is consistent with the nature of the job and its level of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly WIP and other reports submitted in a timely manner.</li> <li>• Attendance at public engagements as required.</li> <li>• Input into the organisational strategic framework</li> </ul>

### SECTION 3

#### REPORTING RELATIONSHIPS

Reports to General Manager Development

#### KEY RELATIONSHIPS

Chief Executive Officer  
General Manager Clinical Programs, Research and Innovation Programs  
General Manager Corporate Services  
General Manager Development



Lung Foundation Australia Board

#### **SECTION 4**

##### **PERFORMANCE APPRAISALS**

Performance review and career development discussions will take place six monthly with those who are direct reports to this position.

#### **SECTION 5**

##### **ACCEPTANCE OF POSITION DESCRIPTION**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

\_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Manager)

\_\_\_\_\_  
Date

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##### **Version control**

Approved by CEO  
Approved by Board  
Review date

November 2018  
December 2018 – pending  
November 2020