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| Role | Grants Officer |
| Reporting to | Director of Finance & Operations |
| Background and Context | <p>The Mater Foundation (MF) is focused on raising funds to fulfil our mission to harness our supporters’ kindness and generosity and work together with our partners to continuously transform and improve patient care at The Mater Misericordiae University Hospital. We will ensure that the Mater Hospital is at the forefront of research and innovation and is a leader in healthcare in Ireland.</p> <p>There has never been a more exciting time to join the Mater Foundation as we have completed a comprehensive strategic review. The organisation now has a 5-year roadmap to harness our success and implement this ambitious strategy for greater impact to support the hospital in the best possible way, whether that’s through patient, family and staff support, vital research & innovation, advancing medical equipment or new emerging services or hospital redevelopment. Being embedded in the hospital highlights our cause, and we see first-hand the impact our work has.</p> <p>This strategy has been fully endorsed by an extremely committed board of directors who have fully supported the need for investment to drive future growth.</p> |
| Role Purpose/ Summary | <p>The Grants Officer will play an integral role in managing all processes in relation to the distribution of grants to the Mater Foundation’s partners.</p> <p>As a key member of the Finance & Operations Team, this role reports to the Director of Finance and Operations with support provided by the Chief Executive and the Finance Officer.</p> |
| Principal Duties and Responsibilities | <p>Role Responsibilities:</p> <ul style="list-style-type: none"> ▪ Management of the Project Appraisal Committee (PAC) for the Mater Foundation across the Mater Hospital. ▪ Ongoing development and refining of the Project Appraisal process. ▪ Rollout of the call for PAC annually. ▪ Collation of applications and registration on a tracker. ▪ Issue letters to successful & unsuccessful applicants. ▪ Management of the Purchase Order process for PAC and review invoices against applications. ▪ Update of PAC movements and PAC Summary Schedules each month for month end accounts. ▪ Dissemination of PAC projects to the Mater Foundation team to support fundraising initiatives. ▪ Provide regular impact updates to the Mater Foundation team. ▪ Working with the Director of Finance & Operations in liaising with the Mater Hospital stakeholders for PAC information. ▪ Conduct regular meetings with the Mater Hospital Finance department and other department heads as appropriate in relation to PAC draw downs and project updates. |

Qualifications and Experience

- Management of Restricted Funds applications and draw down of funds in conjunction with the Director of Finance & Operations and the Finance Officer.
- Distribution of quarterly restricted funds reports to key stakeholders.
- Coordination of monthly drawdowns from the Mater Hospital in conjunction with the Finance Officer.
- Support the Director of Finance and Operations and the Finance Officer with ad-hoc queries or projects as necessary.
- Seek regular reports from Grant recipients on progress and impact of grants.

Skills & Experience

- A minimum of 2 years' experience in a similar role.
- Experience in the not for profit sector.
- Excellent knowledge of MS Office, in particular Excel (Intermediate to Advanced).

Desirable

- Experience in using Raisers Edge CRM or similar.
- Relevant professional qualification such as Accounting Technician.
- Good understanding of the charity sector and the codes of best practice in fundraising and governance.

Person Specification

- A confident personality, with a can-do attitude.
- Self-motivated, flexible, innovative, and enthusiastic.
- Personable, approachable with a flexible attitude.
- Strong relationship management and interpersonal skills and the ability to work well within a team.
- Excellent written and verbal communication skills.
- Excellent organisational skills with the ability to meet deadlines and work on own initiative.
- Ability to prioritise and manage tasks whilst maintaining accuracy and attention to detail.
- Trustworthy with the ability to maintain confidentiality as well as a professional and discreet approach is essential.
- Strong facilitation and stakeholder management skills.
- A commitment to continuous improvement.
- Proven ability to demonstrate initiative and creativity.
- High degree of numeracy, analytical, conceptual and problem solving skills.

Terms

Salary: €40k - €45k depending on experience

Permanent full-time contract (35 hours per week) subject to probation period.
 Agile Working Policy (remote working as agreed with line manager).
 21 days annual leave & 2 gifted days at Christmas & public holidays.
 Pension entitlement following successful probation period.
 Access to Employee Assistance Programme.
 Bike to work scheme.
 Training and Development opportunities.



To apply

Please send a cover letter (maximum one page) outlining how your motivation, experience and skills fit the role and an up-to-date CV to aneill@materfoundation.ie. Please insert **Grants Officer** in the subject line. Only those selected for interview will be contacted.

Closing Date: **Tuesday 17th January 2023**