



Role	Grants Specialist
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 Specialist is responsible for managing grants administration for the Mater Foundation.</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"> ▪ Lead the implementation of and ensures adherence to grant-making workflow processes and procedures. ▪ Manage administration of the grant cycle from application to closing; evaluates applications, ensures that grant requirements are met, and payments are appropriate. ▪ Take a relational approach to grant-making and develops strong relationships. ▪ Provide prospective grant applicants with advice and guidance. ▪ Maintain a grants operational manual. ▪ Educate and train staff on the grant management system. ▪ Management of the Project Appraisal Committee (PAC) meetings, ensuring that recommendations to the PAC are in line with policies. ▪ Ongoing development and refining of the Project Appraisal process. ▪ Correspond with applicants and grantees. ▪ Management of the Purchase Order process for grants and review all grant payment requests. ▪ Reconcile grant movements on a monthly basis in conjunction with the finance department. ▪ Maintain grantee contact database.

Qualifications and Experience

- Seek regular progress and impact reports from grantees.
- Support the Fundraising & Communications team by providing content on impact to support fundraising initiatives.
- Management of Restricted Funds and distribution of quarterly statements to key stakeholders.
- Support the Director of Finance and Operations and the Finance Officer with ad-hoc queries or projects, as necessary.

Skills & Experience

- A minimum of 2 years' experience in a similar role.
- Experience of working in a grant making organisation, preferable within the charitable sector.
- Experience of building solid relationships internally and externally.
- Excellent knowledge of MS Office, in particular Excel (Intermediate to Advanced).

Desirable

- Experience in developing and maintaining a grant management system.
- Demonstrable experience in financial management – budget development, monitoring, tracking and reporting.
- Experience in using Raisers Edge CRM or similar.
- Good decision making and problem solving.

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).

23 days annual leave & 4 gifted days (2 at Christmas & Good Friday & Wellness Day) & public holidays.

Pension entitlement following successful probation period.



To apply

Access to Employee Assistance Programme.
Bike to work scheme.
Training and Development opportunities.

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 Specialist** in the subject line. Only those selected for interview will be contacted.

Closing Date: 5pm 12th May 2023