

Position Description

Grants and Impact Officer 2026

Position Details

- **Location:** Adelaide
- **Employment Type:** 0.8 – 1 FTE
- **Salary:** Salary Package \$85 - \$100,000 commensurate with experience (salary package includes base salary, superannuation, and salary sacrificing benefits)

The Organisation

At Fay Fuller Foundation, we are committed to working alongside South Australian communities to foster inclusive and equitable healthy futures. As a private philanthropic foundation and health promotion charity, we are driven by a strong belief in the power of communities to lead change. Our strategy and partnerships endeavour to support community voices to shape and drive responses that are person-centred, contextual, and built upon existing strengths and expertise.

Our small but dynamic team prioritises collaboration, cultural learning, deep connection with community, and an inclusive and flexible workplace culture.

The Role

The Grants and Impact Officer supports the Foundation's grant making, impact measurement and external sharing activities. The role will work across the breadth of the Foundation's team and functions, and alongside grantees and partners. The role is foundational in supporting the Foundation to hold strong partnership relationships and its ability to surface and support elevating the learnings and collective evidence of its work alongside South Australian communities.

Professional Responsibilities

The role will include, but not be limited to the following professional responsibilities:

Community Partnerships and Practice

- Actively contribute to grant processes including assessment, administration and record keeping ensuring alignment with the Foundation's strategy and values.
- Develop and maintain strong collaborative relationships with the Foundation's grantees and partners.
- Prepare accessible social media and website communications for diverse community and stakeholder audiences, sharing about the Foundation's work, processes and partnerships.

Social Impact Measurement and Learning

- Contribute to the implementation of the Foundation's social impact measurement and learning framework, including data collection, recording, theming and analysis.
- Prepare reports, presentations and other communications summarising and analysing data, for internal and external audiences.

Research and Projects

- Undertake desktop research of sector practices, evidence and trends and identify areas for the Foundation's potential input, contribution or influence.
- Support in planning, developing and implementing projects aligned with the Foundation's strategic goals.

Stakeholder Engagement and Collaboration

- Support and engage in relationships with sector stakeholders to foster collaboration and shared learning.
- Participate in workshops, events, and sector discussions to stay informed and contribute to best practice in philanthropy and social impact measurement.

Qualifications/Skills:

This role is suited to a collaborative and partnership-focused person, with the following skills, abilities and/or experiences applicable to the role:

- Highly skilled in writing external communications for different audiences
- Experience in using different technology such as databases, graphic design or social media
- Experience and or knowledge of working with qualitative and quantitative data to identify themes and learning
- Strong interpersonal skills and experience building relationships and engaging with community members and stakeholders
- Collaborative worker, and enjoys working alongside others
- High attention to detail and strong organisational skills
- Understanding or experience working in relevant sectors (eg, impact measurement or evaluation, social change, mental health and wellbeing and/or philanthropy)

This role may require travel to local and regional partners, and a full driver's licence is desirable.