



SENIOR EXECUTIVE ADMINISTRATOR

Seeking full-time Senior Executive Administrator with strong financial skills that has excellent attention to detail, able to work independently and motivated to 'make a difference' for a growing Blood Cancer Foundation (NFP).

About the role:

If you view the world differently and enjoy shaking up how things have been done before, then this role is an exciting opportunity to join the Snowdome Foundation, a growing, dynamic NFP. Our mission is *to improve the lives of Australians living with blood cancer by supporting next-generation treatments for blood cancer.*

We need a motivated Senior Executive Administrator with strong attention to detail to support our key growth areas: donor management, grants management, financial management and website & newsletter communication. The Senior Executive Administrator will also be required to support special projects such as fundraising events, donor presentations and grant applications as needed.

This is a full-time position including up to 3 after hours meetings per month (one year contract).

Working closely with the CEO and Relationship Development Manager, you will be responsible for:

- Circulating agendas & pre-reading, keeping minutes, organising catering and following up action steps for Board and Committee (Grants, Audit & Risk, Donor and Fundraising event) meetings.
- Monitoring donor payments, issuing receipts and thank you letters and maintaining a donor log. Maintaining a donor database and issue periodic donor updates.
- Preparing grant funding agreements and monitoring milestone achievements & payments and reporting research outcomes.
- Overseeing financial transactions, payroll regulatory reporting and financial management reporting. Managing annual financial audit and issue audited financials to relevant government and state based departments.
- Monitoring relationship contacts status, follow-up reminders and updating the relationship database.
- Issuing periodic newsletters and updating website content to be timely and accurate.
- Streamlining office procedures and equipment to improve Snowdome Executive efficiency.

Key selection criteria:

- Demonstrated excellent attention to detail.
- Capability to handle multiple priorities and deadlines.
- Demonstrated excellent organisational administrative skills (including computer literacy and time management).
- Demonstrated ability to manage financial accounts and reporting.

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- Excellent verbal and written communication skills across internal and external stakeholders.
- Demonstrated initiative and ability to solve problems.
- Proficient in Word, Excel, PowerPoint and Outlook.
- Knowledge of Salesforce would be advantageous, as would experience with editing creative documents.
- Experience in not-for-profit environment, highly desired.
- Project management and event management experience, highly desired.

Qualities:

- High level of integrity and professionalism.
- Passionate about NFP.
- Self-manages/independent.
- Self-motivated doer with initiative.

Salary range: \$50,000 - \$65,000