



**Snowdome
Foundation™**

Executive Assistant

Make a meaningful impact that improves the lives of people with blood cancer.

Join a small, committed team working to give every Australian blood cancer patient the best possible chance of a cure.

The Snowdome Foundation seeks an Executive Assistant to provide high-quality administrative and coordination support to our Chief Executive. This role is central to keeping the CEO's office running smoothly and ensuring priorities, relationships and information flows are managed effectively.

We welcome applicants who bring strong organisational skills, clear communication, and a thoughtful, professional approach to working with others. If you enjoy planning ahead, supporting busy leaders, handling details accurately, and helping things run well behind the scenes, we would be pleased to hear from you.

In this role, you will coordinate diaries and meetings, support correspondence and briefings, manage organisational information and processes, including administration of Board and Committee meetings, and assist with stakeholder engagement. You don't need a traditional career path – we are interested in the capabilities you bring and how you approach your work.

Reporting directly to the Chief Executive, you'll work closely with supportive colleagues, external partners, and donors, contributing to a high-performing and values-aligned team. You will see the impact of your work reflected in the progress and momentum towards Snowdome's mission.

How to apply

Please submit:

- a cover letter,
- resume, and
- a statement of no more than three pages addressing the Key Selection Criteria.

Email your application to hr@snowdome.org.au with **Executive Assistant Application** in the subject line.



Position Description

Position Title	Executive Assistant
Reporting To	Chief Executive
Employment Status	Fixed term contract – 0.6 FTE (3 days per week)
Remuneration	\$70,635 p.a. FTE package (\$63,067 p.a. base salary, pro rata, +12% superannuation). Optional salary packaging of up to \$15,900 per annum for living expenses, and up to \$2,650 per annum for meals and entertainment.
Location	Hybrid working arrangements South Yarra, Melbourne

Snowdome Foundation

Each year, more than 20,000 Australian adults and children are newly diagnosed with a blood cancer (lymphoma, myeloma and leukaemia), with that number predicted to double by 2035. There are no screening programs available or lifestyle changes that can prevent this. The lifetime risk of developing a blood cancer in Australia is now 1 in 12, or 8% of the population.

The vision of the Snowdome Foundation is to give every Australian blood cancer patient the best chance for a cure. To achieve this, we support translational research into blood cancers and accelerating access to next-generation treatments for Australian blood cancer patients, made possible through the generosity of our donors.

Since our establishment in 2010, Snowdome has enabled investment of \$95M into blood cancer research, awarded 84 research grants, and supported 105 multi-year Australian research positions.

Snowdome is led by the Chief Executive, a highly engaged Board, and supported by a high performing Executive.

Purpose of this Position

The Executive Assistant ensures the smooth and effective operation of the CEO's office by providing high-level executive, governance, administrative and organisational support.

The role serves as a trusted partner to the CEO, managing priorities, communications, stakeholder relationships and operational workflows to ensure the CEO can focus on strategic leadership, philanthropy, and driving impact.

The position supports Board and Committee governance administration, donor and partner engagement, and general office operations.



Duties

1. CEO Support

- Manage and coordinate the CEO's calendar, scheduling, travel, commitments and priorities.
- Prepare the CEO for meetings by collating briefings, background materials and relevant documentation.
- Proactively brief the CEO on upcoming deadlines, stakeholder matters, issues requiring attention, and organisational needs.
- Support the CEO with administrative tasks, including Salesforce updates, expenses reconciliation and data management.

2. Board & Committee Governance Support

- Coordinate Board and Committee meeting logistics, agendas, schedules and communications.
- Collate, prepare and distribute Board and Committee papers.
- Attend Board and Committee meetings to take accurate minutes and prepare them for timely circulation.
- Maintain governance records and assist with compliance and organisational documentation.

3. Communications & Correspondence

- Serve as a primary point of contact for internal and external stakeholders on behalf of the CEO.
- Draft, edit and proofread correspondence, reports, presentations and briefing papers.
- Assist with donor and partner communication where required.

4. Donor & Partner Engagement Support

- Support CEO-led donor and partner engagement activities.
- Assist in preparation of engagement materials, follow-up communications and stewardship tasks.
- Maintain accurate CRM records in Salesforce.

5. Office Administration & Operations

- Oversee daily office operations, including supplies, enquiries, logistics and general coordination.
- Liaise with IT providers, suppliers and contractors to ensure smooth office functionality.
- Maintain office systems, processes and administrative infrastructure.

6. Special Projects

- Support the CEO with special projects, research, presentations and organisational priorities as required.
- Assist with events, launches, and donor or partner-related activities.



Key Selection Criteria

Essential

- Demonstrated capability in providing high-level administrative or coordination support to senior leaders, gained through any combination of work experience, volunteer roles, community involvement, or other relevant settings.
- Ability to support Boards or Committees, including preparing meeting papers, coordinating agendas, capturing accurate minutes, and managing follow-up actions.
- Strong written and verbal communication skills, with the ability to prepare clear, accurate, and professional documents and correspondence.
- Ability to manage competing priorities and deadlines, exercising sound judgment, confidentiality, and a high degree of autonomy.
- Capacity to build and maintain effective working relationships with colleagues, senior stakeholders, partners, and donors.
- Demonstrated discretion and professionalism in handling sensitive or confidential information.
- Comfort using CRM or digital information systems (Salesforce experience welcome) and willingness to learn new platforms as needed.

Desirable

- Experience or interest in the philanthropy, fundraising, health, medical research, or not-for-profit sectors.
- Relevant training or qualifications in business administration, communications, or related fields – or equivalent knowledge gained through practical experience.
- Familiarity with content, document, or workflow management systems.

Working Style & Strengths

- Able to create a welcoming and positive experience for stakeholders and build constructive working relationships.
- Demonstrates integrity and professionalism and is committed to delivering high-quality work.
- Able to identify opportunities, take appropriate initiative, and solve problems independently or with others.
- Comfortable working in a small, purpose-driven team where priorities can shift, and able to adapt as needed.
- Able to produce accurate, high-quality work and pay attention to detail.



Relationships

With	Purpose
Chief Executive	This position reports to the Chief Executive.
Snowdome Executive	This position works closely with all members of the Snowdome Executive and works jointly on specific activities.
Board Members	This position interacts with Board members on a regular basis and in some cases works with them directly.
Snowdome Committees	This position facilitates the Snowdome Board, supporting the Chair and other directors where needed.
Stakeholders (donors, government, partners, corporates, Trusts, Foundations, researchers, clinicians, ambassadors, volunteers, alumni)	This position interacts with our community of donors, researchers and clinicians, key stakeholders, partners and suppliers, in support of the Chief Executive and to deliver specific projects.

Why work with us

- **Make a meaningful difference in people's lives** by advancing our vision of giving every Australian blood cancer patient the best opportunity for a cure.
- **Be part of a highly supportive team** of professionals who are great at what they do.

We offer

- **Not-for-profit salary packaging** of up to \$15,900 per annum for living expenses, and up to \$2,650 for meals and entertainment, helping you pay less income tax and receive more take home pay.
- **Hybrid working arrangements**, including options for how, when and where you work.
- **Opportunities to shape your professional growth**, including support to develop your expertise and build the skills that matter to you.
- **Employee Assistance Program (EAP)** offering free, confidential counselling and coaching for professional and personal matters, available to team members and their immediate family.
- **Free flu vaccinations**, among a variety of ways we support our team to stay healthy.

Diversity and Inclusion

Snowdome actively seeks to build a team that reflects the diversity of our community. We are committed to providing an inclusive, supportive culture where every person can thrive, feel empowered to do their best work, and contribute to achieving our mission.

Other Relevant Information

This position will require occasional evening or weekend work to accommodate board meetings and special events.



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Eligibility

To be appointed to this position you must be an Australian/New Zealand Citizen, or an Australian Permanent Resident currently residing in Australia. The successful applicant may be required to obtain and provide a National Police Check or equivalent.

Performance Appraisals

Performance review and career development discussions take place on a six-monthly basis.

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 related to the role may be assigned that are not listed in this position description. This position is subject to a six-month probationary period.

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

Role: Executive Assistant
Performance review period: Every 6 months

Employee Signature _____ **Date** _____

Manager Signature _____ **Date** _____

Next review date _____