

DIRECTOR OF PHILANTHROPIC SERVICES

POSITION DESCRIPTION

Work type

Full-time (neg)

Location

Capital city preferable, flexible/remote working supported

Head office in East Melbourne

About us

Australian Communities Foundation is a non-profit, intermediary foundation working with hundreds of everyday philanthropists to support structured giving, address social issues, and create positive, community-led change.

We are currently home to more than 400+ funds and foundations, led by families, individuals, giving groups, and corporate/NFP organisations across Australia.

In our 25th year we have since grown into one of Australia's largest community foundations with a unique national focus. Each year, we disburse more than 1,000 grants totalling \$15 million.

We foster a supportive, collaborative, values led, and flexible team environment. You will have the opportunity to be involved in projects that make a meaningful difference in the lives of ordinary Australians.

We also believe in a fairer Australia, one where social, environmental and cultural justice is the norm - and if you want to join our team - you should, too!

Our vision: Activate a nation of givers to create a fairer and more sustainable Australia.

Our role: As a broker of change, we enable, support and amplify giving.

Our promise: We are an organisation built on strong values, using capital as a means of achieving impact.

Our values: Integrity, Agency, Courage and Fairness.

Position purpose

The Director of Philanthropic Services is a new position that reports directly to the Chief Executive Officer and is a member of the Executive Leadership Team. The Director of Philanthropic Services leads the Philanthropy, Impact and Donor Services teams and oversees every aspect of the giving experience for donors and clients at ACF.

The role oversees all strategic and donor advised grant making at the Foundation and is responsible for continuing to build a strong and vibrant donor community by engaging donors and partners in helping to create a fairer and more sustainable Australia.

Likewise, the role also oversees the continued development of our Impact Framework, including all aspects of monitoring, evaluation and learning.

The Director of Philanthropic Services is a key member of the Executive Leadership team, has regular interaction with the Board and its various sub-committees and supports the Philanthropy and Impact Committee.

Direct reports

Team of eight with three direct reports:

- Philanthropy and Engagement Lead (three direct reports)
- Donor Services Manager (one direct report)
- Head of Impact (one direct report)

Accountability

This position reports to the Chief Executive Officer.

The successful applicant

As someone who is an outstanding leader you are passionate about managing people and helping your team, their clients and the organisation achieve maximum impact through strategic and effective giving.

You are passionate about social and environmental justice, and you seek to use your influence to move capital to where it can be most effective in redressing inequity. You also have a deep commitment to the importance of respectfully guiding people and organisations on their giving journey. The prioritisation of diverse voices and lived experience is fundamental to the way you work.

You are an experienced public speaker and facilitator, and you relish finding and amplifying the work of Australia's most effective changemakers.

You thrive in a team-based environment, lead by example and are not afraid to roll up your sleeves. You take initiative when required and enjoy solving problems.

You are committed to building strong relationships with your team, your colleagues and internal and external stakeholders. You have strong values and bring a positive and supportive attitude to your work.

You understand that as a senior leader, the culture you promote, and build is the culture people experience.

You have strategic nous and enjoy working closely with the CEO, the Board and the Executive Leadership Team to develop, deliver and measure progress against strategy.

Relevant professional experience is essential. Experience in the for-purpose sector will be highly regarded.

Key responsibilities

The primary responsibility of the Director Philanthropic Services is to continue to develop and grow Australia's most innovative and progressive philanthropic services team to ensure that ACF donors (Funds) and clients (Trusts, Foundations and Corporates) receive optimum support to achieve their philanthropic intentions.

It is the responsibility of the Director of Philanthropic Services to:

- Oversee all discretionary and donor-advised grant making
- Oversee the growth and development of the Foundation's programmatic grant making (Impact Fund and National Crisis Response Fund)
- Oversee the growth and development of ACF's advisory services (Foundation Support Services) to ensure the delivery of an outstanding and values-aligned client experience
- Oversee the development of strategic partnerships aligned with ACF's strategy
- Oversee the continued growth and development of the philanthropic and community engagement program
- Oversee the continued development and implementation of the ACF Impact Framework, including monitoring and evaluation of grantmaking
- Deliver an ambitious multi-horizon strategic plan in the areas of philanthropic services as a member of the Executive Leadership Team
- Develop the capacity and capability of the organisation as it doubles in size over 3-5 years, as a member of the Executive Leadership Team
- Work closely with the Chair of the Philanthropy and Impact Committee to enable and support the Board's engagement in the work of the Foundation.

Detailed responsibilities

Community of Donors

- Oversee all elements of fund administration and donor care, supported by the Donor Services Manager
- Oversee and lead the support for individual donors and fee-for-service (FFS) clients to develop and enact their philanthropic objectives through strategic advice
- Oversee and lead the continued development and enhancement of the design and delivery of the Foundation's donor experience
- Oversee the Foundation's grantmaking compliance
- Oversee the strategic philanthropic and community engagement program

Client Services

- Work closely with the Head of Engagement to continue to develop and implement the strategic development and delivery of the Business Development (BD) work at the Foundation
- Consult on and assist with the design and delivery of the fee-for-service program of work as required
- Ensure that all clients receive a high quality service from the philanthropic services team

Board and Committee Engagement

- Lead the creation and collation of quarterly Committee reporting and ongoing committee engagement
- Contribute to Management report with updates of strategic initiatives and activities to the Board

Other

- Represent ACF at conferences and sector wide events
- Key member of ACF Executive & Senior Leadership team
- Provide other assistance to the CEO and Board as required

Key selection criteria

- Ability to work independently, soliciting guidance and direction from the CEO and Board when required
- Outstanding leadership and management skills, including modelling ACF's values at all times
- Outstanding interpersonal skills, diplomacy and political nous
- High-level problem-solving skills, including strategic thinking and intuition
- Deep philanthropic expertise, including strategic advisory services
- Deep understanding of Civil society, NFP sector and ACF Impact Areas (Strengthening Democracy, Tackling Inequality, Supporting First Nations Self Determination and Safeguarding the Environment)
- A thorough understanding of measuring Social Impact, including experience with relevant Monitoring and Evaluation frameworks
- Commitment to actively working as part of the Executive and Senior Leadership Teams
- Commitment to building and maintaining Organisational culture and values
- Ability to lead, thrive and support others in a fast paced and demanding but nurturing environment

Team expectations

- Demonstrate ACF vision, values and culture in your daily work
- Take a proactive role in promoting equality and anti-discriminatory practice
- Be aware that you have a duty of care for the health and safety of yourself and others
- Assist in maintaining harmonious workplace relationships by openly and efficiently communicating with Board, staff, volunteers and external parties
- Be an active and supportive team member by demonstrating a willingness to help in all areas as required