

# PHILANTHROPY LEAD

## 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 (ACF) 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 450 funds and foundations led by families, individuals, giving groups, and corporate/NFP organisations across Australia.

In our 25<sup>th</sup> year, we have grown into one of Australia's largest community foundations with a unique national focus. Each year, we disburse more than 1,000 grants totalling more than \$20 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 to people and planet.

We 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:** Inclusion, Agency, Courage and Fairness.

### Position purpose

The Philanthropy Lead reports to the Director of Philanthropic Services and oversees the work of the Grants Team. This role is responsible for all donor grant making, organising and collective giving activities at the Foundation, as well as the delivery of ACF's discretionary grant making programs: the Impact Fund and National Crisis Response Fund.

This role also contributes to our philanthropic strategy work for private clients, and the development of innovative new philanthropic programs.

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.

The Philanthropy Lead has regular interaction with the Senior Leadership Team, as well as the Board and its various sub-committees, in particular the Philanthropy and Impact Committee.

### **Direct reports**

Grants Support Officer

### **Accountability**

This position reports to the Director of Philanthropic Services.

### **The successful applicant**

As someone who is a leader and original thinker you are passionate about managing people and helping your team, their clients and the Foundation achieve maximum impact through strategic and effective giving.

You are passionate and well-informed about social and environmental justice and how social change happens, 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 a confident public speaker and facilitator, and you relish finding and amplifying the work of Australia's most effective changemakers to encourage structural change.

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

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 have strategic nous, enjoy delivering multi-faceted projects, and working closely with the Senior Leadership Team to ensure strong performance and measure progress against strategy.

Relevant professional experience and experience in social change sectors will be highly regarded.

## **Key responsibilities**

The primary responsibility of the Philanthropy Lead is to continue to deliver and grow Australian Communities Foundation's philanthropic offering.

It is the responsibility of the Philanthropy Lead to:

- Oversee all discretionary and donor-advised grant making
- Lead the growth and development of the Foundation's programmatic grant making (Impact Fund, National Crisis Response Fund)
- Lead the growth and development of the philanthropic and community engagement program (Learning Circles and flagship events)
- Manage strategic partnerships aligned with ACF's strategy
- Work closely with the Director of Philanthropic Services to enable and support the Philanthropy and Impact Committee's involvement in the work of the Foundation
- Contribute to the continued development and implementation of the ACF Impact Framework, including monitoring and evaluation of grant making
- Contribute to the delivery of ambitious multi-horizon strategic initiatives in the areas of philanthropy and impact
- Contribute to ACF's philanthropy-focused advisory services (Foundation Support Services), ensuring an outstanding and values-aligned client experience.

## **Detailed responsibilities**

### *Grant making*

- Oversee the delivery and continuous improvement of all elements of the Foundation's grant making, supported by the Grants Team
- Support individual donors and fee-for-service (FFS) clients to develop and enact their philanthropic objectives through strategic advice
- Lead certain discretionary programmatic grant making activities of the foundation, including the Impact Fund and National Crisis Response Fund
- Meet annual targets for brokerage of funding for Impact Fund Partners and other featured projects from the ACF community
- Lead the Foundation's grant making compliance
- Ensure consistent end-to-end data capture and contribute to the delivery and development of impact reporting

### *Donor organising and community building*

- Lead the Foundation's Learning Circle program, and contribute to the delivery of other ad hoc flagship events, with the support of the Grants Team and Communications and Marketing Team

- Work with the Head of Marketing and Communications to ensure the effective generation of philanthropic content for the ACF community and sector more broadly
- Contribute to the development of innovative new donor organising programs including the New Gen Program and collective and community-led funding initiatives
- Contribute to the enhancement of the Foundation's overall donor and client experience

#### *Client services*

- Contribute to 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 products and program of work as required
- Work with others to ensure that clients receive high-quality philanthropic strategy and grant making support services

#### *Board and committee engagement*

- Contribute to the creation and collation of quarterly Committee reporting

#### *Other*

- Represent ACF at conferences and sector-wide events
- Key member of the Philanthropic Services and Impact Teams
- Contribute to the effective management and development of the Grants Team
- Provide other assistance to the Director of Philanthropic Services as required

#### **Key selection criteria**

- Ability to work independently, soliciting guidance and direction from the Director of Philanthropic Services when required
- Strong or emerging 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
- Strong understanding of systemic social change
- Strong understanding of civil society, NFP sector and ACF Impact Areas (Tackling Inequality, Strengthening Democracy, Supporting Indigenous Self-Determination and Safeguarding the Environment)
- Some understanding of measuring social impact, including experience with relevant monitoring and evaluation frameworks

- Commitment to actively working as part of the Philanthropic Services and Impact 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