

Director of Philanthropy

Position Description

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 500 funds and foundations led by families, individuals, giving groups, and corporate/NFP organisations across Australia. Over the last 25 years, we have grown into one of Australia's largest community foundations with a unique national focus, and last year, we disbursed more than 1,000 grants totalling more than \$37 million.

Our Purpose: 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 Values: Inclusion, Agency, Courage and Fairness.

Position Purpose

The Director of Philanthropy's primary focus is to lead all philanthropic activity at ACF in line with our social justice focus and organisational mission.

This position is central to the Foundation's role in advancing social, environmental and cultural justice by leading the team responsible for philanthropy, as well as continuously developing ACF's philanthropic practice, donor grant making support, and impact work.

Direct Reports

Philanthropy Lead – Grant Making

Philanthropy Lead – Strategic Projects

First Nations Project Manager

Accountability

This position reports to the CEO

Primary Accountabilities

- **The face of ACF Philanthropy:** Outstanding sector leadership, collaboration with internal and external stakeholders, providing inspiration for best practice social change philanthropy.
- **Innovation:** Develop new philanthropic initiatives, experiment with new models, and promote new ways of working that redistribute power and centre communities.
- **Philanthropy:** Lead and inspire grant making across all ACF funding portfolios (discretionary, donor advised, and external client) by ensuring effective functioning, continuous improvement and oversight of grant making systems and processes and delivering and overseeing outstanding philanthropic support to the ACF donor community in line with ACF's mission.

- **Impact:** Lead the continuous development of ACF granting data systems and reporting to surface strategic insight and inform the future direction of Philanthropy at ACF in line with the Impact Framework and organisational mission.
- **People Leadership:** Thorough, effective, and authentic people management, create and maintain a positive, purpose-driven and goal-orientated culture where constructive feedback is encouraged, calculated risks are taken, trust and collaboration are fostered.
- **Senior Leadership:** Act as a thoughtful, considerate Senior Leader and work with peers to support, positively challenge and champion strategic initiatives, leading innovation and development to meet all organisational objectives.

Detailed Responsibilities

The face of ACF Philanthropy

- Together with the CEO, be the face of ACF in the philanthropic sector
- Engage and collaborate with key external stakeholders aligned with our mission including philanthropic peers, intermediaries, leading civil society partners, government, and peak bodies
- Speak at sector conferences and events aligned with ACF's strategy
- Publish articles and contribute to public submissions or consultations with support from the Communications and Marketing Team, ensuring ACF's views and interests are promoted

Innovation

- Drive innovation and develop new philanthropic initiatives, experiment with new models
- Promote new forms of philanthropic practice that redistribute power and centre communities
- Contribute to the development of new products and service offerings at ACF, alongside the Community and Engagement Teams.

Philanthropy

- Lead and model ACF's continued transition towards authentic social justice-based philanthropy in line with the Philanthropy Strategy
- Lead and oversee strategic projects in the Philanthropy area of work, including the ACF Impact Fund, National Crisis Response Fund, New Gen Program, Learning Circle Program and Community-led funding models
- Lead and oversee the ongoing development and delivery of ACF's philanthropy advisory offerings for internal (fundholders) and external stakeholders (clients), in collaboration with the Senior Leadership Team, ensuring outstanding grant making support is delivered to the ACF donor community

Impact

- Enable a deeper and evolving understanding of ACF's effectiveness in creating a fairer and more sustainable Australia across both philanthropy and investments in line with ACF's Impact Framework
- Lead and support the transformation of ACF granting data into valuable organisational and sector insights to engage stakeholders and inform future work

People Leadership

- Lead and further develop a diverse team of purpose-driven philanthropy practitioners in line with performance plans and organisational Strategy
- Foster a healthy team culture and drive effective performance in line with ACF's People and Culture Plan

- Champion the work of the Philanthropy Team internally and enable and support deep engagement with this work across the organisation
- Contribute to the development of the capacity and capability of the organisation as it doubles in size over 3-5 years as a member of the Senior Leadership Team

Senior Leadership

- Deliver an ambitious social change oriented multi-horizon strategic plan in the Philanthropy area as a member of the Senior Leadership Team
- Act as an effective, engaged, respectful and active member of the Senior Leadership Team
- Report to and engage the Board and Philanthropy and Impact Committee with the organisation’s philanthropic practice and impact
- Together with the CEO, be the face of ACF in the philanthropic sector at the national level, engaging and collaborating with key external stakeholders aligned with our mission

Qualifications, Experience and Skills

Essential

- Outstanding leadership skills, including demonstrated experience in inspiring collaborative approaches to tackling social and environmental inequity
- Deep understanding of civil society, and its intersection with social change philanthropy
- Strong, authentic and demonstrable values alignment with the organisation
- Ability to work both independently and collaboratively, soliciting guidance and direction from the CEO, Senior Leadership Team and Board when required
- Outstanding interpersonal and public speaking skills, diplomacy and political nous
- High-level problem-solving skills, including strategic thinking and intuition
- Commitment to working collaboratively as part of the Senior Leadership Team
- Commitment to building and maintaining organisational culture and values
- Ability to lead and support others in a fast-paced and demanding but nurturing environment

Desirable

- Philanthropic expertise, including strategic advisory experience
- Experience in movement-building, advocacy, and/or campaigning
- Experience working with marginalised communities and/or lived experience of belonging to any such groups
- An understanding of measuring Social Impact, including experience with relevant Monitoring and Evaluation frameworks

Capability Matrix

This role sits at the Senior Leadership level.

Role type	Leadership influence	Technical	Relationships	Delivery
Senior Leadership Roles	Provides functional direction and influences key business unit decisions, or leads a team, department or project.	In-depth specialised knowledge of concepts, processes or activities.	Works with others to motivate, empower and facilitate. Leads a team of contributors, or works with others to influence outcomes.	Manages projects as part of a larger business plan as well as ensuring BAU.

Management or Specialist Roles	Requires minimal supervision, and able to work independently. May provide work direction and delegate tasks to others.	Demonstrates a thorough understanding of knowledge, concepts, processes and activities.	Contributes to a team through consultation and collaboration. Assists others and openly shares information and experience.	Ongoing regular tasks being performed on a weekly or monthly basis and/or management or coordination of shorter-term operational projects.
Coordination Roles	Able to work for extended periods under general or limited supervision.	Applies theoretical and practical knowledge to commonly encountered business and technical problems.	Regularly seeks support from team members. Maintains good working relationships.	Ongoing regular tasks being performed on a daily, weekly and monthly basis. Responds to direction and displays autonomy where required.
Support Roles	Requires close supervision and support. Delivery and task focused.	Application and understanding of practical working knowledge or concepts. Active learning and development.	Works within the team and provides assistance to others where required.	Task or routine day-to-day activities.

Our Values

- **Inclusion:** We believe in respecting and understanding the perspectives and experiences of others. We know that collaboration and working collectively is essential because no one force can solve community issues in isolation.
- **Agency:** We support self-determination and believe that people and communities have the power and the right to determine the solutions to their challenges.
- **Courage:** We believe it takes courage to pursue a fairer and more sustainable Australia. The problems we are tackling are complex and we understand that facing and overcoming challenges is part of the path to solutions.
- **Fairness:** We believe in taking a stand for social, environmental, cultural and economic justice. We believe addressing power imbalances is central to creating a fairer Australia.