

Director of Engagement and Advisory

Position Description

About Us

Australian Communities Foundation (ACF) is a non-profit, intermediary and charitable foundation working with hundreds of everyday philanthropists to support structured giving. We are currently home to more than 700 Funds and Foundations led by families, individuals, giving groups, and organisations, who together distributed \$30 million last year to communities across Australia.

We connect those who can give with organisations driving positive change. We do this by collaborating with various community organisations, and in parallel, working with a diverse community of donors.

- **Our Vision:** A thriving and inclusive Australia
- **Our Purpose:** We empower a vibrant community of philanthropists with Australia's best giving solutions, unlocking funds to create meaningful change for people, place, and planet.
- **Our Role:** We are Australia's only national community foundation, dedicated to making effective giving easy and accessible. Since 1997, we have supported, connected, and inspired a diverse community of givers to amplify impact, offering structured giving solutions, expert advice, and opportunities to give for a thriving and inclusive Australia.

How We Work

At Australian Communities Foundation, we make impactful philanthropy easy and accessible, working with donors and communities to drive positive social and environmental change.

Through our trusted donor-advised model, we offer flexible and effective ways to give. Our community can support the causes and organisations of their choosing, seek expert advice from our team, or collaborate with like-minded donors to amplify their impact.

We create opportunities for connection and learning, helping donors and changemakers share insights and ideas. For those seeking guidance, we provide tailored recommendations on causes aligned with their interests.

Since 1997, our giving community has distributed more than 12,000 grants totalling over \$220 million across a wide range of sectors. In addition, through our ACF Advisory services, we offer tailored support for families, individuals, small businesses, corporations, professional advisory firms, and other trusts and foundations – helping them take their giving to the next level.

Our Office

Our East Melbourne co-working space is home to a vibrant community of philanthropic groups united by a shared vision: funding and supporting positive change and development. Together, these organisations form our Community of Giving – a collaborative environment where ideas and impact thrive. We enjoy a welcoming space that's dog-friendly, with regular social events that bring co-workers together to connect and share.

Position Purpose

The **Director of Engagement and Advocacy** leads and oversees ACF's engagement and advisory functions and is responsible for all aspects of business development for the Foundation.

Reports to	Chief Executive Officer
Direct Reports	Engagement Manager
Position Type	Full-time role (0.8–1.0 negotiable)
Key Relationships	Indirect Reports for Advisory: <ul style="list-style-type: none">• Philanthropy Lead(s)• Fund and Client Services Lead• Finance and Operations Lead

Primary Accountabilities

- Leadership and management of ACF's **business development** (BD) to ensure annual donations and annual Fund targets are met through development of the channel, pipeline and products. Responsibility for all BD-related enquiries through to conversion or closure. This is for both Fund products within the Foundation and Client services within Advisory.
- Leadership and management of ACF's **Advisory** consulting services to meet annual growth targets. Responsibility for client engagement, project scope, design and delivery. Significant capability development of systems and the team is required for this five-year-old service.
- **Senior Leadership** service alongside the CEO, undertaking tasks as required. Responsibilities may include people and culture work, RAP, Leadership Team oversight, staff retreat, cyclic strategic planning and annual business plan, management of staff and projects outside Engagement and Advisory, development of systems and processes, recruitment and induction activities.

Detailed Responsibilities

Business Development (Engagement) (40%)

- Provide strategic leadership for ACF's business development function, ensuring growth targets for new and existing Funds are met.
- Oversee engagement processes and systems to deliver a seamless experience from enquiry to conversion.
- Lead, manage and develop the Engagement Manager, and any further roles as required.
- Partner with Marketing and Communications to develop and deliver business development collateral and campaigns.
- Drive channel development and pipeline growth, with a focus on high-net-worth individuals and families.
- Lead complex and high-value engagement opportunities, leveraging CEO involvement where appropriate.
- Ensure continuous improvement of engagement strategies, systems, and reporting.

Advisory Consulting (40%)

- Work closely with SLT and LT to ensure Advisory requirements and responsibilities are integrated into strategic and BAU activities in a sustainable manner.
- Work with Engagement on channel development and Advisory BD.
- Take the Client prospect handoff from Engagement to design the client service and convert/close.
- Work with the Advisory Leadership team to deliver annual targets of contracted work.
- Develop the Advisory Leadership team and staff through a matrixed management approach.
- Develop systems and processes to deliver the contracted work effectively and efficiently, often working closely with ACF's Operations team.
- Develop Client Relationship approaches in conjunction with ACF's Community team.
- Continue product and service development, including new offerings where desirable.
- Lead proposal writing and project design work for Advisory engagements as required.

Senior Leadership (20%)

- Demonstrate values-aligned leadership as part of ACF's Senior Leadership Team (SLT).
- Support the development and implementation of ACF's strategy, business plan and financial management.
- Lead and manage budget and portfolio of activities and staff as directed by the CEO.

Qualifications, Experience and Skills

Essential

- Senior leadership and management, executive experience (10 years +)
- Bachelor's degree qualification
- For-purpose or philanthropy sector experience, including understanding of philanthropic structures
- Consulting and/or advisory experience
- Business development experience, including building channels to market
- Flexibility to travel interstate (and very occasionally internationally)

Desirable

- Product and service design expertise
- Strong understanding of issues related to diversity, equity and inclusion, informed by lived or professional experience
- Established professional networks relevant to the role

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.

Team Expectations

- Demonstrate ACF vision, values and culture in your daily work
- Take a proactive role in promoting equality and anti-discriminatory practice
- Work in accordance with ACF policies and procedures
- Participate in the ACF Performance and Development Review Process
- Assist with other tasks/projects as reasonably required

Equity and Inclusion: Australian Communities Foundation is committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff and contractors with a safe, respectful, and rewarding environment.