

Manager, Philanthropy & Grantmaking

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 730 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 with regular social events that bring co-workers together to connect and share.

Position Purpose

The role of the Manager, Philanthropy & Grantmaking is to deliver high-quality service to the ACF Fund and Client community in relation to structured giving, grantmaking and engagement opportunities. This role also works with others to administer and improve grantmaking processes in line with ACF policy and procedures, and delivers on key elements of the ACF strategic plan to inspire best-practice giving.

Reports to	Lead, Philanthropy & Grantmaking
Direct Reports	Nil
Position Type	0.6 FTE 12-month contract, potential for ongoing Hybrid: working from home and office
Key Relationships	Internal: Philanthropy, Advisory and Fund and Client Services Teams External: ACF Fund Advisors, Grantees, NFP organisations, ACF Advisory clients

Primary Accountabilities

- **Grant Management (20%):** Manage the effective implementation and evolution of the end-to-end grantmaking and approval process at ACF as required in line with standard operational procedures and ensure all are completed within agreed timeframes. Prepare paperwork and manage the fortnightly grant approval process.
- **Donor Journey & Tailored Advice (35%):** Provide a seamless and positive experience for Fund Advisors by responding to enquiries with efficiency, professionalism, and kindness, escalating or delegating when appropriate and acting as a Fund Steward for allocated Funds. This includes building trusted relationships, ensuring all communication represents ACF in line with the ACF Code of Conduct and Lead expectations, and delivering tailored philanthropic advice grounded in rigorous research, best-practice standards, regulatory requirements, and each Fund Advisor's brief and values. Success is demonstrated through progress toward team goals and positive feedback from donors and the Lead, while also supporting the Lead, Philanthropy & Community, in delivering best-practice initiatives aligned with the broader ACF Strategy.
- **ACF Advisory (35%):** Provide granting and philanthropic services to ACF Advisory Clients, including designing and delivering bespoke grant rounds and providing bespoke philanthropic advice for private foundations and other relevant services as required. Work collaboratively with the Philanthropy Team to provide grant round design and delivery in line with the scope of work. Positive completion of the process to brief, budget, to time, and to client and Lead satisfaction.
- **Team Support (10%):** Provide oversight and mentor junior members, participate in ACF and sector events, team planning, and other tasks as required.

Detailed Responsibilities

Grant Management (20%)

- Oversee due diligence and ensure compliance of grants awarded
- Work with the Philanthropy Team to deliver and improve the end-to-end grant process for grantees, clients and Funds
- Work within approval processes and policies to table and process grants in an accurate and timely fashion
- Generate grant approval paperwork and manage fortnightly grant approval process
- Design grant processes, agreements and tailored correspondence, ensuring grant information is correct and accurate including scheduled and multiyear grant milestones

Donor Journey and Tailored Advice (35%)

- Liaise with Fund Advisors to respond to frontline queries regarding their grantmaking and Fund management
- Using the Good Giving Toolkit, guide Fund Advisors through key activities enabling them to articulate and implement their grantmaking objectives with a view to best practice
- Facilitate Fundholder meetings and act as a Fund Steward to be the key contact for allocated Fund Advisors
- Respond to all donor enquiries in a timely, efficient, and courteous manner
- Manage and advise on bequests and statement of wishes, working with Fund Advisors to design their legacy framework
- Undertake bespoke research against the Fund Advisors' brief and engage Fund Advisors in granting requests from the NFP sector
- Organise Fund Advisors to work collaboratively and grant collectively through donor organising and design and delivery of email communications
- Contribute to ACF's donor education initiatives, including written resources and webinars

ACF Advisory (35%)

- Work with Advisory Team and Philanthropy Team to ensure an excellent overall standard of service to the ACF community
- Deliver philanthropic workshops to clients, informed by the Good Giving Toolkit
- Work with Advisory clients to articulate and implement their grantmaking objectives with a view to best practice, informed by the Good Giving Toolkit
- Design and deliver bespoke grants advice and end-to-end grants processing for philanthropic clients
- Deliver other client services concerning grant programs and advice on best practice philanthropy
- Design of grant round processes, agreements and tailored correspondence, ensuring grant information is true and correct including scheduled and multiyear grant milestones
- Design and deliver bespoke grant programs and grant rounds according to clients' brief including grantee liaison and communication

- Effectively manage grant round applications, evaluations and reporting on the Foundation's database (GLM)
- Evaluate grant round applications and facilitate selection meetings according to a client's service agreement
- Work with the Advisory Team to provide governance and administration services related to the annual governance cycle of client Trusts and Foundations.

Team Support (10%)

- Provide oversight and mentoring to junior members of the Philanthropy Team
- Where appropriate, delegate tasks and responsibilities to other members of the broader ACF team
- Participate in ACF and sector events as appropriate
- Participate in team planning and strategy for processes, evaluation and reporting

Qualifications, Experience and Skills

Essential

- At least 3 years' experience in grant program delivery, including designing grant frameworks, processes, executing and administering grants and use of granting databases
- Bachelor's degree or higher, or at least 5 years experience in a professional setting
- Understanding of best practice philanthropy
- Ability to work autonomously, highly organised and able to move between tasks and meet deadlines.
- Ability to problem solve, work flexibly, collaboratively and autonomously
- Initiative, ownership and responsibility for workloads. Highly organised and able to move between tasks and meet deadlines in a fast-paced environment
- Experience working with committees and different stakeholders
- Ability to develop and maintain positive work relationships with team and external stakeholder/clients
- Excellent level of research and analysis skills, customer service, relationship management and written and verbal communication skills
- Administration experience (experience inputting and recording data and processing data in workflow systems essential)
- Strong Microsoft Office 365 skills (min intermediate level)
- A genuine interest in and understanding of the role of the civil society sector, not-for-profit organisations and current trends in philanthropy

Desirable

- Experience in donor coordination, organising and engagement activities including communication and events Emerging management and leadership skills
- Experience working in the Foundant suite of programs (esp. CSuite and GLM)

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.