

## Job Description

### Philanthropy Programs & Operations Manager (full-time), Australian Jewish Funders



Are you passionate about philanthropy, social impact and Jewish community? Do you want to work in an entrepreneurial, innovative and values-driven environment? This role is an amazing opportunity to make an impact in the community by engaging with and inspiring Jewish philanthropists and innovators to do great things.

The Australian Jewish Funders (AJF) is the network inspiring effective philanthropy and strengthening community. We exist to nurture a culture of strategic philanthropy in the Jewish community by growing giving across generations and encouraging community innovation.

We are looking for a highly motivated Philanthropy Programs & Operations Manager to analyse and improve organisational processes, working to improve quality, productivity and efficiency, as well as oversee the philanthropy arm of AJF – working to support the giving of AJF members and ensure the success of all AJF programs.

In this role, every day will look and feel different. You might be helping a member engage younger generations in their family philanthropy, working on organisation policies and procedures, educating a group of community professionals about trends in philanthropy, planning an international study tour or conference, and so much more.

#### ABOUT YOU

- Experienced program supervisor and manager
- Experience managing the operations side of business or non-profit
- Confident facilitator and strong leadership qualities
- Perhaps you've worked in the Jewish community or philanthropic sector
- Or maybe you're the surprise we've been waiting for

#### RESPONSIBILITIES

<b>Programming</b>	<p>Next Gen Programming</p> <ul style="list-style-type: none"><li>• Manage all elements of the Emerging Social Investors Fellowship including; budget, recruitment, logistics and event planning, curriculum design, sourcing speakers and speaker relationships, ongoing relationship building with fellows, evaluation and impact</li></ul> <p>Jewish Teen Giving Initiative</p> <ul style="list-style-type: none"><li>• Oversee Program Manager, Teen Giving ensuring all deliverables are addressed on time</li></ul>
--------------------	---

	<ul style="list-style-type: none"> <li>• Oversee budget and fundraising, assist in curriculum development</li> <li>• Develop and manage partnerships with community organisations and schools</li> </ul> <p>LaunchPad</p> <ul style="list-style-type: none"> <li>• Assist Program Manager with development and facilitation of programs including, LaunchPad Hub events, Co-Labs, LaunchPad Retreat</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Think big about the potential for the organisation</li> <li>• Plan and prepare important policy and strategy decisions including operational policies and procedures</li> <li>• Administer budgeting, reporting, planning, and auditing</li> <li>• Work with senior stakeholders</li> <li>• Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.</li> <li>• Identify and address problems and opportunities for the organisation</li> <li>• Build alliances and partnerships with other organisations</li> <li>• Work with team members to set and meet Key Performance Indicators</li> <li>• Lead organisational and programming strategy, impact mapping and evaluation</li> <li>• General marketing and communication support with newsletter content, event invites and program books</li> </ul>
<b>Member support</b>	<ul style="list-style-type: none"> <li>• Advise members and respond to requests regarding their philanthropic strategy</li> <li>• Develop resources to share with AJF network</li> <li>• Work with CEO to develop member specific programming including member events, annual international study tour and conference</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>• Represent AJF at community events</li> <li>• Present to different audiences ranging in age, philanthropy experience and background on topics about community, philanthropy and social entrepreneurship</li> </ul>

## REPORTING

<b>Reports to</b>	CEO, AJF
<b>Direct Reports</b>	Projects and Communications Manager

If you have a demonstrated track record of designing and leading high-quality programs, overseeing operations, are an excellent planner and facilitator of professional convenings, are a confident relationship builder and manager, have a passion for Jewish community and philanthropy and a curiosity and eagerness to learn, then this role is for you.

## SALARY AND BENEFITS

This is a full-time permanent position based in Melbourne, with annual package commensurate with experience. There are many benefits of working with AJF, including:

- Local and global professional development opportunities as well as ongoing growth opportunities
- Chance to be entrepreneurial within a ridiculously driven and supportive team
- Opportunity to be part of a network of passionate change-makers making the world a better place
- Attend awesome and inspirational events with influential speakers addressing a broad range of topics in social impact and philanthropy
- Flexible working conditions
- Work out of the beautiful LaunchPad Hub coworking space (we have coffee and snacks!)

To apply, please see a brief resume and cover letter to [tracie@ajf.org.au](mailto:tracie@ajf.org.au) applications close Sunday 9<sup>th</sup> June. Applicants will be reviewed on a rolling basis and early applications are strongly encouraged.

In your cover letter, please outline what excites you about this opportunity and what makes you an ideal candidate, providing concrete examples of success. Applicants may be expected to partake in a phone conversation and 1-2 face to face meetings.

This is a full-time role with some evening and weekend work required beginning end of June 2019.