Position:  General Manager Social Innovation & Impact

Context:

Lord Mayor’s Charitable Foundation has a new Strategic Plan (2019-2023), which calls for some new workforce capabilities. The strategy seeks to leverage priorities within our Impact Areas through applying all the tools in the philanthropy toolbox in addition to a core focus on granting. This means that alongside grants, we are leading initiatives and participating in collaborations in some critical areas we fund. This will progressively evolve the work of the Foundation in conducting targeted research to better understand the issues relevant to our success, supporting networks and collaborations, facilitating policy change in a few key areas, and using strategic communications and impact investment consistent with our strategy.

Within our existing Program team, we have four specialist Program Managers, each focused on an grants and initiative Impact Area. The new Strategic Plan seeks to fund more multi impact projects. The Foundation also has a commitment to supporting social enterprises across our impact areas.

A Data Analyst was appointed in 2018 to increase our ability to critically report on our impact to enable our own learning, as well as sharing knowledge. The role is also strengthening our ability to gain a holistic view of our impact from progress and acquittal reports provided by grant partners. The refreshed Strategic Plan also includes specific outcome targets, which is an important new step for the Foundation.

To further facilitate the positioning of the Lord Mayor’s Charitable Foundation in the social innovation and impact realisation sphere and to enhance progression of our strategic plan, a new position of General Manager Social Innovation & Impact is being established.

Application Process:

Please apply by email to the CEO at catherine.brown@lmcf.org.au by 25 October 2019 with:
1. A two or three-page CV
2. A response to the selection criteria of no more than five pages in total.
3. Referrees, including a manager and a sector colleague.

POSITION DESCRIPTION

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<th>Reporting Relationship</th>
<th>This position reports directly to the CEO.</th>
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| Other reporting relationships | The following positions report to this role as part of the SI&I team:  
  • Senior Program Manager Environment & Sustainability  
  • Senior Program Manager Healthy & Resilient Communities  
  • Program Manager Homelessness & Affordable Housing  
  • Program Manager Education & Employment  
  • Grants Administrator  
  • Data Analyst (impact reporting, manager Vital Signs) |
| Position Background | This new position has been created to further increase the Foundation’s ability to achieve our new Strategic Plan (and the priority outcomes within the Plan), notably:  
- identifying multi impact projects;  
- supporting innovative solutions to tough social and environmental challenges through cross sector leverage and collaboration;  
- identifying opportunities to use all the tools in the philanthropy toolbox as appropriate; and  
- leading evaluation and learning from the Foundations impact reporting efforts.  

The role is also responsible for managing the Grants and Impact team (as detailed above) on a day to day basis and for cross organisation communication with other key parts of the Foundation (Marketing & Development, and Finance & Operations).  

The role is a member of the senior leadership team of the Foundation and will contribute in significant ways to enabling the Foundation’s overall success. |
|---|---|
2. Identify opportunities for multi impact projects and projects that use multiple philanthropic tools to address one or more of the outcomes within our Impact Areas.  
3. Lead evaluation, learning and impact reporting.  
4. Collaboratively support social innovation internally and externally through knowledge sharing and encouraging networks to explore and test new ideas. |
| Position Responsibilities | • Actively manage the Foundation’s programs in consultation with the Program Managers and the CEO to ensure impact is maximized via utilization of the full philanthropy toolbox as appropriate.  
• Actively engage with Program Managers, grant partners, researchers, policy makers and other philanthropic funders, to maximise the Foundation’s multi impact work in all target Impact Areas.  
• Monitor successful and completed projects to identify opportunities to further increase.  
• Ensure internal and external opportunities for evaluation, learning, knowledge sharing and innovation are maximized.  
• Ensure the Foundation’s impact reporting is continually developed.  
• Collaboratively ensure that project and research reports or other significant learnings are effectively shared via the Foundation’s Knowledge Hub and the Annual Impact Report. |
- Coordinate Grants and Initiative inputs for use in developing the Annual Report, the website (including Project Gallery and Knowledge Hub), six-monthly newsletters (online and print) and donor education when required;
- Work with the CEO to manage key Business and Strategic Plan activities that relate to Grants, Initiatives, Research and Impact Reporting;
- Oversee Board reporting from the Grant team;
- Attend functions and events as required, as a representative of the Foundation;
- Other duties as directed by the CEO.

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<th>Core Competencies</th>
<th>Selection Criteria</th>
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<td>- Strong ability to conceive, design, test, establish and scale programs in the not for profit and social enterprise sectors.</td>
<td>- Deep understanding of social change, social innovation and the role of the not for profit sector.</td>
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<td>- Best practice evaluation and social and/or environmental impact reporting skills (underpinned by excellent analytical, research and evaluation knowledge).</td>
<td>- Demonstrated ability to successfully translate complex, big picture ideas into on the ground programs or projects.</td>
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<td>- Creative and insightful thinking especially as applied to successful program innovation.</td>
<td>- Expert knowledge of social and/or environmental impact reporting</td>
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<td>- Excellent ability to distil and communicate complex issues to enable knowledge sharing and stakeholder engagement.</td>
<td>- Admired track record in advocating for enhanced social impact to diverse stakeholders (including government).</td>
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<td>- Ability to proactively build and maintain networks and relationships across sectors.</td>
<td>- Excellent stakeholder engagement, partnering and communication skills</td>
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<td>- Leadership style that fosters a positive solution focused and professional culture - a ‘can do’ attitude.</td>
<td>- Insight about how the Foundation can enhance the role it plays in philanthropy.</td>
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<td>- Highly collaborative in a team-based environment.</td>
<td>- At least 10 years senior management experience in exemplar organisations in the for-purpose sector</td>
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<td>- Ability to motivate a team and sustain collaborations to deliver to deadlines and changing priorities.</td>
<td>- Tertiary qualifications in a relevant discipline including social sciences, legal, accounting or business qualifications.</td>
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October 2019