

# Impact & Insights Manager

Philanthropy and Impact Team

0.6EFT (negotiable)

## Position Description

### Background

Australian Communities Foundation (ACF) is an independent, public, charitable foundation whose mission is to generate & distribute philanthropic resources. ACF works with donors to address social issues and pursue positive changes that help build healthy, happy and resilient communities. ACF was established in 1997 and currently has in excess of 270 sub-funds and over \$80 million under management.

### Position Purpose

The Impact & Insights Manager is responsible for organisational learning, grant monitoring, evaluation and assessment of impact. The role is also accountable for the development and implementation of improved systems of Grant reporting and evaluation, in conjunction with the Head of Philanthropy & Impact, grants team, relevant Donors and the Board.

### Accountability

This position reports to the Head of Philanthropy & Impact.

### Key Responsibilities

#### Lead Impact Monitoring, Evaluation & Learning Framework Development, Implementation and Reporting

- Using the theory of change and ACF Theory of Philanthropy, work to the organisational business and strategy plans to deliver an improved understanding of impact for the organisation.
  - Support the establishment of data collection systems and procedures to meet the ACF's monitoring, learning and evaluation needs, incorporating agreed KPIs and targets.
  - Prepare and deliver committee and board reporting against key indicators and outcomes against the Theory of Change.
  - Prepare grant dashboards and data visuals to support the analysis and communication of information relating to ACF's grantmaking activity and impact.
  - Undertake monitoring and evaluation activities on specific projects and initiatives as required and to meet learning objectives for ACF and donors. Coordinate and deliver end of year and audit reporting for grants for annual review and ACF's Annual Impact Report.

#### Support Service Evolution and Development

- Support the Grants Team to support donor engagement and impact
  - Develop research and reporting frameworks to facilitate continuous improvement, as well as a 'learning as we go' approaches.
  - Prepare information sets that support continuous improvement for how we do our work.
  - Lead work to review ACF activities around donor organising and engagements and our grant process to develop a culture of learning.
  - Work with grants team to improve donor offering.

### Support Communication and Story Telling

- Use continuous learning and evaluation to refine the messaging and activities around the Impact of ACF's grant making.
- Work with Communications & Marketing Team to tell stories, share success and learning.
- Represent ACF at events and participate in forums and events for ACF regarding impact and evaluation

### **Skills and Competencies**

- Initiative, ownership and responsibility for workloads
- Highly developed analytical and evaluation skills
- Good research and data management skills
- Excellent writing skills
- Strong administration and coordination skills
- Keen reporting capability
- Accuracy, attention to detail
- Ability to work well in a small team
- Ability to work with a donor and grants database

### **Key Selection Criteria**

1. Experience working within a program evaluation or similar analytical role.
2. Experience with research, data and impact reporting frameworks
3. Ability to work with autonomy, highly organised and able to move between tasks and meet deadlines.
4. Experience preparing high-level and detailed reporting for a variety of purposes and audiences