



Position Description – Director (Voluntary)

The Inner North Community Foundation (the Foundation) is seeking to recruit and appoint a suitably qualified person to the Board. We are seeking a motivated person with a strong interest in philanthropy that can add value to our Board.

The Foundation would particularly welcome applicants with experience in:

- Legal or other professional services, supporting families and business in the local region
- Strategy, development and facilitation of new bequests and donations.

Closing date for applications is Friday 16 May 2025.

Background

The Foundation is an independent entity based in Melbourne's Inner North and is one of over 35 community foundations across Australia. It was established in 2007 as an initiative of IntoWork Australia and works in close partnership with Merri-bek, Yarra and Darebin Councils. (For further information please visit <http://www.innernorthfoundation.org.au/>)

The Foundation manages philanthropic dollars and funds projects to create prosperous, connected, and cohesive communities, with a particular focus on creating pathways to employment. To fulfill this vision the Foundation:

- grows a perpetual charitable endowment by connecting donors to local impact.
- makes grants to local not-for-profit organisations.
- builds partnerships to expand community leadership across the region.
- works to reduce barriers for people of all levels of wealth to participate in philanthropy.

Context

The purpose of the Foundation is to support the communities of Darebin, Merri-bek and Yarra. Since inception, the Foundation has distributed grants of over \$6.4 million to over 300 local community organisations.

The Foundation maintains a flexible structure to be able to effectively respond as local needs change. It is anticipated that as the Foundation grows, its strategic focus will expand to respond to broader social, economic, cultural, and environmental issues prevalent across the Inner North.

The Inner North has a population of more than 500,000 people, and this is characterised by:

- higher than average income inequality and pockets of high disadvantage
- high levels of cultural and religious diversity
- housing affordability stress – a high proportion of rental (public and private) and prevalence of lone person and group households across the region
- significant changes to the economy, particularly a shift away from traditional manufacturing and blue-collar work

Inner North Community Foundation Structure

The Inner North Community Foundation Ltd is a company limited by guarantee and is trustee to two charitable trusts. The Foundation, the Charitable Fund, and the Public Fund are each registered as charities with the Australian Charities and Not-For-Profit Commission.

The DGR status of the Public Fund means that the majority of Directors must satisfy the Australian Tax Office definition of "responsible persons".

Board Composition

The Foundation has a skills-based Board of up to ten Directors. The Foundation's constitution specifies how member appointments are made, and applicants are encouraged to read the constitution [here](#).

Directors are appointed for an initial period of three years with the opportunity for reappointment to a maximum of three consecutive terms. Directorships are voluntary and no payment is associated with the role.

The Foundation operates a committee structure and Directors usually participate in two committees as part of their role. The current committee structure is:

- Finance, Investment & Risk
- Grant Making
- Nominations & Employment
- Partnerships & Growth

The Foundation is committed to equal opportunity for all. To ensure governance is broadly representative of the Inner North community, the Board is keen to receive applications from people from diverse backgrounds.

Board Duties and Responsibilities

Board meetings are generally held 6 times a year, usually commencing at 4.30 pm on a Wednesday at the Foundation's offices in Northcote. Directors can expect to commit at least 10 hours per month to Foundation activities.

The key responsibilities of the Board include:

- Set strategies, plans and policies for the Foundation reflecting its purposes.
- Approve operating budgets and sources of funding.
- Implement, monitor, and review systems of risk management and ethical and legal compliance.
- Consider the social, environmental, and ethical impact of the Foundation's activities and monitor compliance with adopted policies.
- Monitor and review the performance of the board.
- Ensure the Foundation is accountable to its stakeholders.
- Select and appoint an Executive Officer and ensure adequate staff and resources to meet objectives.
- Monitor and review management processes to ensure the integrity of financial and other reporting.
- Effectively manage conflict of interest and ensure confidentiality is maintained.
- Active contribution to building the Foundation profile and growing the donor base.

Directors are required to act in a lawful manner and understand the legal framework in which the Foundation operates.

Skills and Attributes

- Strong connection to Melbourne's Inner North community – specifically the Darebin Merri-bek or Yarra local government areas.
- Legal or other professional services skills
- Strong a deep connections to the community, with a capacity and willingness to facilitate support from business and the community.
- Willingness to commit at least 10 hours per month to Foundation activities and committees.
- Strategy and development of new bequests and donations
- Demonstrated commitment to social justice.

Applications & Enquiries

Please direct queries to the Chair, Carolyn Phiddian (m 0439 363 365) or email carolyn.phiddian@innernorthfoundation.org.au.

To apply, please complete [the online application form](#). Please see the attachment for the questions that will be included. **Please submit your application by Friday 16 May 2025** (Late applications may not be considered.)

Attachment: Skills and Attributes
Inner North Community Foundation – Director Recruitment

Please provide your answers through the [online application](#).

Tell us about how your professional experience — particularly in legal or other advisory roles — has involved working with others to achieve community outcomes or shared purpose.	
Describe your experience in philanthropy, including your involvement with bequests, donations, or donor engagement. What approaches have you found effective in encouraging generosity?	
Share your understanding or experience of strengths-based approaches to addressing social issues. How have you supported or worked alongside others to achieve equity and justice?	
Please outline any experience you have with governance, boards, or strategic leadership. What have you learned about effective collaboration and decision-making in these roles?	
Tell us about your connection to the Inner North (specifically the communities of Darebin, Merri-bek and, Yarra and).	
Tell us about your governance or board experience	
Any other relevant skills and experience?	
Is there anything else we need to know?	