



Operations Manager (Part Time 0.2EFT)

The Inner North Community Foundation seeks a passionate person with a strong commitment to Melbourne's Inner North to fill a role. This is a part time role, 1 day a week (7.6hours)

Background

The Foundation is an independent community foundation based in Melbourne's Inner North. We manage philanthropic dollars to provide funds for projects that create prosperous, connected, and cohesive communities in Melbourne's Inner North.

To fulfill on this vision the Foundation:

- invests in local not for profit organisations through grants and other support;
- connects donors to local community groups by managing a donor network for people to contribute by way of small and large donations; and
- builds partnerships to expand community leadership across the region.

Since inception in 2017, the Inner North Community Foundation has distributed grants of over \$6.4 million to over 300 local community organisations.

The Inner North Community Foundation team connects to a breadth of activity that makes our place great. People bring their skills and understanding of our local community, and we are better off from their contributions of skills, experience and networks.

Operations Manager

The Foundation has recently created an up-to-date Operations Manual, outlining core business processes. This new role has been created to contribute to smooth functioning of The Inner North Community Foundation as it grows. There is recognition that the role is part-time, and that not all responsibilities will be worked on each week.

Initially 0.2EFT, this position supports the team by maintaining and improving the annual cycle of activity including operational systems, document management, compliance, and stakeholder coordination. Working closely with the Executive Officer and Grants Manager the Operations Manager will ensure processes are streamlined, policies are up-to-date, and key information is accessible to all relevant parties.

Key responsibilities

Document & System Management:

- Update and maintain the Operations Manual to reflect current processes and policies.
- Improve system efficiencies and contribute to process enhancements.
- Upload and maintain document management system.
- Ensure all policies are stored in a standardised template with version control and history tracking.

Calendar & Event Coordination:

- Maintain the Foundation Calendar of Events.
- Coordinate invitations and ensure appropriate Foundation representatives are scheduled for events.
- Support internal coordination to ensure seamless event participation and logistics.

Policy & Operational Updates:

- Ensure policies are regularly reviewed and remain current.
- Standardise policy documents for consistency and accessibility.
- Maintain compliance checklists and ensure adherence to governance requirements.

Relationship & Information Management:

- Ensure key operational information is organised and accessible to staff, volunteers, board members, and subcommittees.
- Support internal and external relationship management by maintaining accurate records.
- Manage donor journey system settings, email communications, and access controls within systems.

Financial Reconciliation:

- Reconcile fund establishment details within fund management software..
- Ensure revenue share is completed on quarterly basis
- Support record-keeping for financial data, including grantee updates and compliance tracking.
- Maintain accurate records of signatories on bank accounts.

Data, Insights & Reporting:

- Organise and maintain financial and operational data to support reporting.
- Generate insights and reports for internal review and board reporting.
- Ensure data integrity and accessibility for decision-making.
- Support the annual business planning cycle with key reporting metrics

Key Relationships:

- Internal: Executive Officer, Grant Manager, Volunteers, Board Members, Subcommittees
- External: Donors, Partners, Grantees, Community Stakeholders

Skills & Experience:

- Connection to the Inner North
- Experience in operations, administration, or fund management.
- Strong organisational and document management skills.
- Familiarity with systems or platforms that support financial reconciliation and/or donor management processes.
- Attention to detail with a focus on compliance and governance.
- Strong interpersonal skills to manage internal and external relationships.
- Ability to work independently and efficiently in a part-time capacity.
- Decision making and problem solving skills

This role is initially a 12 month fixed term contract at 0.2 EFT, based on the SCHADS Award 5.1. This role is based at our Northcote premises and The Inner North Foundation supports flexible and work from home arrangements, wherever possible.

Applications & Enquiries

Please address direct enquiries relating to this opportunity to the Ben Rodgers, Executive Officer on 0415731134 or ben.rodgers@innernorthfoundation.org.au. Please provide a CV (or linkedin profile) and complete [this online form](#), based on the questions overleaf. Applications close **16 May 2025**

Attachment: Skills and Attributes Inner North Community Foundation – Operations Manager 2025

Please outline your experience in managing operational systems, document management, compliance, and stakeholder coordination?	
Please provide examples of how you have worked with others to improve businesses processes to achieve strategic goals?	
How have you managed information and communication with key stakeholders to have continuous improvement?	
Tell us about your connection to the Inner North (specifically the communities of Yarra and Darebin).	
Any other relevant skills and experience?	
Is there anything else we need to know?	