



Position Description – Director (Voluntary)

The Inner North Community Foundation (the **Foundation**) is seeking to recruit a suitably qualified person to serve on its Board. We are seeking a motivated person with a strong interest in philanthropy who can add value to our Board.

In particular, the Board is keen to hear from candidates who have strengths in:

- marketing and communications
- business leadership (including experience with small businesses or local enterprises)
- community links with the people living in the City of Yarra

However, we welcome applications from anyone who believes they could make a valuable contribution to the Foundation.

The closing date for applications is Monday 15 September 2026.

Background

The Foundation is an independent entity based in Melbourne's Inner North and is one of over 80 community foundations across Australia. It was established in 2007 as an initiative of IntoWork Australia and works in close partnership with the communities in the Merri-bek, Yarra and Darebin council areas. Since inception, the Foundation has distributed grants of over \$7 million to over 300 local community organisations. For further information please visit <http://www.innernorthfoundation.org.au/>

The Foundation manages philanthropic funds and supports projects that create prosperous, connected and cohesive communities, with a particular focus on creating pathways to employment. To fulfil 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

As the Foundation grows, its strategic focus is expected to expand in response to broader social, economic, cultural and environmental issues across the Inner North.

The Inner North has a population of more than 500,000 people, with:

- higher than average income inequality and pockets of high disadvantage
- high levels of cultural and religious diversity
- housing affordability stress, including a high proportion of rental housing, both public and private, and a 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 Community Charity Trust are each registered as charities with the Australian Charities and Not-For-Profit Commission.

The DGR status of the Community Charity Trust means that the majority of Directors must satisfy the Australian Taxation 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.

Director Duties and Responsibilities

Directors can expect to commit at least 10 hours per month to Foundation activities.

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.

The key responsibilities of the Board include:

- Setting strategies, plans and policies for the Foundation that reflect its purpose.
- Monitoring and reviewing the performance of the Foundation.
- Approving operating budgets and sources of funding.
- Implementing, monitoring and reviewing risk management systems, including for ethical and legal compliance.
- Considering the social, environmental, and ethical impact of the Foundation’s activities.
- Ensuring the Foundation is accountable to the Inner North community.
- Ensuring the Foundation has adequate staff and resources to meet its objectives.
- Actively contributing to building the Foundation’s profile and growing its donor base.

Skills and Attributes

- Strong connection to Melbourne’s Inner North community, with particular interest in applicants connected to the Yarra local government area.
- Relevant capability in one or more of the priority areas identified through the Board Skills Matrix:
 - fundraising, fund development, bequests or donor stewardship
 - marketing, communications, media or public profile
 - technology, digital systems, data governance or cyber governance
 - business leadership, enterprise development or commercial partnerships

- strong community networks that can support the Foundation's purpose and reach.
- Capacity and willingness to help build the Foundation's profile, deepen local relationships and support the growth of giving in the Inner North.
- Willingness to commit at least 10 hours per month to Foundation activities and committees.
- Demonstrated commitment to social justice and strengths-based responses to local disadvantage.

Applications & Enquiries

If you have any queries, please contact the Foundation's Chair, Carolyn Phiddian - 0439 363 365

To apply, please complete the [online application](#) on the Foundation website, which asks for a copy of your CV. Please see the attachment for the questions included in the online application form.

Please submit your application by Monday 15 September 2026. Late applications may not be considered.

Attachment: Skills and Attributes

Inner North Community Foundation – Director Recruitment

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

Experience in one or more of the following priority capability areas: ● marketing or communications ● business leadership (including small businesses or enterprises) (max. 500 words)	
Are there ways you think you would contribute to the diversity of voices at the Board table? (max. 300 words)	
Tell us about your connections with the Inner North (especially if you have connections in the City of Yarra). (max. 300 words)	
Tell us about your governance or board experience. (max. 300 words)	
Any other relevant skills and experience? (max. 300 words)	
Is there anything else you would like us to know? (max. 300 words)	