

4th October 2024

**Job Advertisement: Director of Strategic Engagement and Communications
Australian Indigenous Education Foundation (AIEF)**

Hard Heads, Soft Hearts, Capable Hands

Are you passionate about advancing Indigenous education in Australia? The Australian Indigenous Education Foundation (AIEF) seeks an experienced and dedicated Director of Strategic Engagement and Communications Engagement to join our mission to empower Indigenous students through education.

Who we are:

The Australian Indigenous Education Foundation (AIEF) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools. Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them successfully transition to further study and employment.

Role Overview:

As AIEF plans for its future, the Director of Strategic Engagement and Communications will play a pivotal role in the growth and impact of our programs. Reporting to the Founders, you will enhance AIEF's reputation and influence as a key member of the Executive Committee and an experienced strategic and operational leader. You will lead cross-functional teams to develop and implement strategies that engage and strengthen relationships with key stakeholders, including corporates, governments, industry partners, individual and foundation donors.

Key Responsibilities:

Your responsibilities include managing and enhancing existing relationships as well as strengthening and growing AIEF's stakeholder engagement. You will:

- Develop and implement the external engagement strategy, annual goals and objectives, in collaboration with the Founders;
- Develop and execute a comprehensive, diversified and sustainable business plan for the functions of the Engagement Team, ensuring quality, consistency and effectiveness of activities with short and long-term goals and strategies;
- Advance the purpose, strategy and priorities of AIEF, ensuring alignment with the organisation's strategic direction and reflecting AIEF's mission and vision, including working to keep all team members 'on message' in both language and behaviour;
- Foster mutually beneficial relationships with AIEF major partners and stakeholders, ensuring AIEF meets its contractual requirements with partners;
- Identify, initiate and grow partnerships and positive relationships with new corporate partners, donors and other key internal and external stakeholders whose interests are aligned to the mission and values of AIEF and have the capacity to support our work and grow;
- Lead, develop and mentor the Engagement Team to deliver on outcomes including creating a safe and supportive working environment that fosters a culture of excellence, collaboration and continuous learning and being accountable for team member success;
- Monitor performance and provide coaching and feedback to ensure relevant KPIs and business outcomes are achieved and improve team capability and productivity;
- Lead the cyclic review, development, communication and implementation of policies and procedures within the Engagement Team to maintain currency and compliance;
- Play an active and accountable role on the Risk Committee, coordinating with relevant departments to manage and mitigate risks.

As the Director of Strategic Engagement and Communications, you will be integral in organisational leadership and strategy, contributing your expertise to key decision-making processes. You will build trust with the Executive Committee, advocate for AIEF, and inspire others by clearly communicating our vision. Your responsibilities will include supporting organisational outcomes, embodying AIEF's values, participating in leadership activities and collaborating



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with the Founders on strategic direction, day to day management, and share the weight of responsibility and accountability in the business.

The ideal candidate will be results-oriented, committed to achieving the Foundation's strategic goals, and passionate about Indigenous education. They will demonstrate strategic thinking, a growth mindset, and a strong work ethic while fostering a high-performance environment. Effective communication and agility in managing priorities are essential and serve as a role model for accountability and execution.

Selection Criteria

- Experience working in a high performing corporate, not-for-profit or philanthropic organisation;
- Experience across multiple fundraising portfolios (major gifts, community fundraising, trusts and foundations, appeals, etc.);
- Experience working with Indigenous causes or organisations;
- Exceptional communication and interpersonal skills, with the ability to connect with diverse audiences;
- Ability to work independently and manage projects effectively;
- Relevant qualifications in education, social work, or related fields are preferred;
- This position requires travel, including interstate and attending events outside of business hours.

Benefits of Working with Us:

This is a unique opportunity to make a significant impact in the lives of Indigenous students while working with a passionate team dedicated to social change. Work in a program that is helping to Change the Nation by supporting Indigenous Education and receive:

- Generous salary packaging boosting your take home pay (max. \$15,900 general expenses + \$2,650 meals/accomm);
- An additional 7 days of leave each year to meet your personal needs;
- Prime location in Surry Hills – within walking distance to local cafés, restaurants, and Central Station;
- A vibrant and dynamic office where no two days are the same;
- Ample opportunities for ongoing training and development;
- Employee Assistance Program.

Application Process:

If you are ready to take on this rewarding challenge, please submit your resume and a cover letter detailing your relevant experience and vision for engagement. Corporate Diversity Pathways has been appointed exclusively to conduct this executive search assignment. All applications will be treated in strict confidence.

To make enquiries, contact Jeromine Alpe via email at jeromine@corporatediversitypathways.com or by phone at +61404487962.

For successful candidates, AIEF conducts mandatory probity checks which include National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Government(s). We will be actively shortlisting during the advertising period and reserve the right to close this advert prior to the advertised date.

Join AIEF in shaping a brighter future for Indigenous students across Australia!