

Position Description

General Manager – Future2 Foundation

About Future2

Future2 was founded in 2007 by the Financial Planning Association, now the Financial Advice Association Australia, and since 2022 has operated as the independent charitable foundation for the financial services profession.

Future2 provides grants to grassroots organisations delivering programs that improve financial wellbeing and help Australians build stronger financial futures. Each year, Future2 distributes approximately \$150,000 in grants, supporting around 15 programs across Australia.

The organisation works with individuals, businesses and professional associations across the financial services sector to raise funds and identify community organisations for support.

Future2 is powered by a passionate volunteer Board and committees, supported by a small remote team.

With strong foundations, an established grants program and growing momentum, Future2 is seeking a General Manager to lead the organisation into its next stage of growth.

The Role

The General Manager is responsible for the strategic leadership, day-to-day management and growth of Future2.

Working closely with the Board, the General Manager will oversee strategy, operations, finance, governance, risk, grants, fundraising, partnerships, events, communications and a small remote team.

This is a broad and hands-on leadership role suited to someone who can think strategically, build strong relationships and confidently manage the practical requirements of a small not-for-profit organisation.

Key Responsibilities

Strategy and Organisational Growth

- Work with the Board to develop, implement and monitor Future2's strategic and annual plans.
- Translate strategic priorities into practical actions, budgets and measurable outcomes.
- Identify opportunities to grow Future2's revenue, profile, reach and community impact.
- Strengthen engagement with the broader financial services profession.
- Lead new initiatives and partnerships aligned with Future2's purpose (as required).

Operations and Administration

- Oversee the effective day-to-day operation of the organisation.
- Maintain efficient systems, processes, records and organisational documentation.
- Manage external suppliers, consultants and service providers.
- Oversee technology, subscriptions and organisational assets.

Board Reporting and Governance

- Work closely with the Chair and Board to support effective governance and decision-making.
- Prepare Board reports, papers and recommendations.
- Coordinate Board and committee meetings, including agendas, papers, minutes and action tracking.
- Ensure Board decisions are implemented and monitored.
- Maintain governance policies, contracts and insurances.
- Serve as Company Secretary and coordinate regulatory reporting, governance records and ongoing compliance requirements.

Financial Management

- Prepare and manage the annual budget in consultation with the Board.
- Monitor income, expenditure and financial performance.
- Manage end-to-end financial processes, including monthly reconciliations and maintaining accurate records in Xero, in collaboration with the external accountant.
- Oversee invoicing, payments, financial administration and internal controls.
- Coordinate the annual audit or financial review and related reporting requirements.

Grants Program

- Lead the annual grants program, including promotion, applications, coordinating the assessment committee, administration and recipient engagement.
- Coordinate grant agreements, payments, reporting requirements and communications.
- Monitor the timely submission of progress updates and grant acquittals.
- Maintain accurate grant records and escalate any concerns to the Board.
- Support the communication of grant outcomes and recipient impact.

Team Management and Human Resources

- Lead, support and manage a small remote team.
- Manage recruitment, employment contracts, onboarding, probation and performance review (with support from the Board).
- Maintain appropriate employee records and workplace policies.
- Foster a positive, collaborative and accountable remote working culture.

Risk Management

- Maintain Future2's risk-management framework and risk register.
- Ensure appropriate controls, policies and mitigation strategies are in place.
- Report material risks and emerging issues to the Board.
- Oversee insurance, incident management and business-continuity arrangements.

Fundraising, Sponsorship and Events

- Develop and deliver Future2's fundraising strategy.
- Identify and secure new fundraising, sponsorship and partnership opportunities, in collaboration with the Fundraising and Partnership Committees.
- Manage sponsorship proposals, agreements, renewals and partner benefits.
- Build long-term relationships with corporate and association partners.
- Oversee fundraising events and industry activations.

Stakeholder Engagement and Partnerships

- Build strong relationships with professional associations, financial services businesses, sponsors, donors, grant recipients and other stakeholders.
- Represent the organisation at industry events, meetings and presentations.
- Work with the Board and committees to activate networks and support organisational growth.

Marketing and Communications

- Oversee Future2's marketing, communications and brand activity.
- Promote the grants program, fundraising campaigns, partnerships, events and recipient stories.
- Ensure communications are consistent, professional and impact focused.

- Strengthen Future2's position as the charitable foundation of the financial services profession.

Skills and Experience

The successful candidate will ideally demonstrate:

- Senior leadership or general management experience within a not-for-profit.
- Experience developing and implementing strategy and annual operating plans.
- Strong financial management capability, including budgeting, reconciliation and Board reporting.
- Experience working with or reporting to a Board.
- Demonstrated success in fundraising, sponsorship sales, partnerships or business development.
- Experience planning and delivering events and stakeholder-engagement activities.
- Strong governance, risk-management and organisational skills.
- Experience leading and managing a team.
- Strong written, verbal and relationship-management skills.
- The ability to balance strategic leadership with hands-on operational delivery.

Personal Attributes

The General Manager will be:

- A proactive and accountable self-starter who works effectively and independently within a small remote team.
- Warm, credible and confident in building relationships.
- Highly organised, with the ability to manage multiple competing priorities effectively.
- Collaborative and effective when working with a Board.
- Resourceful, practical and willing to be hands-on.
- Professional, trustworthy and accountable.
- Motivated by the opportunity to grow a small organisation and increase its impact.

Employment Details

Reports to: Future2 Board through the Chair

Team: Small remote team, contractors and volunteers

Location: Primarily remote, with attendance at meetings, events and stakeholder engagements as required

Employment type: 0.8 FTE

The role may require occasional interstate travel and some evening or weekend work to support events and stakeholder activities.