

Director/ Executive Director – Job Description

Role of the Director/Executive Director:

The Australia Institute of International Affairs, Victorian Branch (AIIA VIC) seeks an experienced Director/Executive Director to be the face of Melbourne's most profiled organisation focused on international affairs, to lead its activities and manage a compact team of professionals. The position is fractional with input estimated at 2 to 4 days per week, working at the AIIA VIC office in Melbourne's CBD. The position will be available from August 1st 2026 with some flexibility in the start date.

The Australian Institute of International Affairs:

The Australian Institute of International Affairs (AIIA) is an independent non-partisan, non-profit organisation devoted to the promotion and discussion of international affairs and global issues. The mission is to help Australians know, understand and engage more in International Affairs. The Institute does this through an extremely active nationwide and international agenda, grounded in principles of political neutrality and open debate.

Established in New South Wales in 1924, and in Victoria in 1925 as overseas branches of London's Royal Institute of International Affairs (Chatham House), the AIIA was created as an Australian entity in 1933 and today has branches in all states and territories. The AIIA nationally publishes the *Australian Journal of International Affairs*, Australia's premier academic journal in the field and *Australian Outlook*, a weekly online publication featuring short articles and a summary of events in Australian foreign policy.

The AIIA VIC is the Institute's largest and most active branch; it hosts an active program of speaker events, conferences and roundtables throughout the year, as well as running overseas Study Tours and an annual International Careers Conference. The AIIA VIC also offers Australia's largest International Relations internship program.

Reporting arrangements:

The Director/Executive Director will be accountable to the AIIA Victoria Council and will report to the Branch President. The Director/Executive Director's performance will be rated formally against an agreed set of objectives and KPIs. The AIIA VIC Office team will report to the Director/Executive Director. This currently consists of a General Manager, a Young Professionals Programme Manager and an Office Coordinator. The team in turn manages a wide range of part-time interns and volunteers.

Core responsibilities:

The Director/Executive Director is the senior executive leader and principal public face of the AIIA Victoria. The Director/Executive Director holds single-point accountability for strategy, performance, reputation and financial sustainability of the organisation, and plays a pivotal role in shaping AIIA Victoria's contribution to national and international debates on international relations and global affairs.

This is a high-profile leadership role combining strategic influence, external engagement and commercial and operational stewardship. The successful applicant will have strong commercial acumen.

Key responsibilities include:

- Shaping and executing the AIA Victoria strategy, business plan and priorities
- Hosting and moderating AIA Victoria events
- Leading fund- and revenue-raising efforts
- Providing leadership across competing priorities, resources and opportunities
- Demonstrating ethical leadership of the Internal Office Team and Interns
- Managing financial and operational aspects of AIA Victoria

Core capabilities for the role include (and not limited to):

- Deep knowledge of and familiarity with international affairs and Australia's role within it
- Commercial experience, including in sales, fundraising and partnership development
- Financial and operational acumen, including demonstrated experience in improving financial performance in a membership based not-for-profit organisation
- Past experience of a similar leadership role in government or the private sector
- A network of contacts and organisations which will facilitate managing AIA Victoria's events programme
- Proven values-driven team management skills, including coaching and mentoring
- Managing performance and conflict, working in diverse environments and with empathy and respect
- Excellent written, spoken and presentation-led communications skills
- Proven experience at managing senior stakeholders (such as Ministers and Dignitaries)

Compensation:

Compensation will be competitive and calculated on a fractional basis according to days worked. Leave entitlements will be pro-rated to days worked per annum. A discretionary bonus may be awarded based on the Director/Executive Director's performance against agreed KPIs, as assessed by the President and the AIA VIC Council, including where performance exceeds expectations.

While the KPIs will comprise a mix of financial and non-financial measures, performance assessment will include measurable financial outcomes to reinforce alignment between Council oversight and financial performance.

Annex: Additional role details

- Reporting to the AIIA Victoria Council and the Branch President to achieve organisational and commercial pursuits
 - The Director/Executive Director will be a member of the AIIA Victoria Council, working closely with other Council Members in areas of investment, events, membership and stakeholder relations
 - Act as the bridge between the AIIA Victoria Internal Office Team and the AIIA Victoria Council
 - Management of AIIA VIC Council Calendar and Meetings
- Serve as AIIA Victoria's principal spokesperson and senior representative to organisations, members, events and other AIIA affiliates nationally, including:
 - Representing AIIA Victoria to government, business, foundations, academia and the diplomatic corps
 - Curating, introducing, moderating and hosting events and Q&As
 - Writing think pieces or opinions where this helps AIIA's outward facing communications, in line with AIIA national's press guidelines
 - Building collaborative relationships with other AIIA branches, AIIA's national organisation and equivalents overseas (e.g. Chatham House, UK)
- Take responsibility for AIIA Victoria's financial and organisational performance and governance, including:
 - Securing AIIA VIC's financial sustainability, including managing its monthly, quarterly and annual outgoings and incomings
 - Identifying specific and actionable opportunities to strengthen revenue, developing initiatives with Council members, in particular the Treasurer
 - Ensuring membership growth, corporate programmes, events and other activities are financially sustainable
 - Compliance with legal, regulatory, reporting and compliance requirements, including workplace guidelines, diversity and inclusion, workplace safety, respect and psychological safety
 - Identifying, taking steps to and being ready to take difficult decisions where needed, to manage costs and reshape events to be more financially justifiable
- Lead and support the AIIA Victoria's Office operational governance, including:
 - Fostering a high-performance, values-driven and inclusive workplace
 - Managing the organisation's risk register and outlook
 - Guiding and managing the Office team and encouraging the team to be focused, productive and to grow in their roles and careers
- Shape and deliver a nationally recognised events programme which that is intellectually compelling and attracts engagement and attendance, including:
 - Targeting international affairs themes that are responsive to international developments while taking into account niche topics where appropriate
 - Ensure alignment between event volume, organisational capacity and financial objectives

- Introducing innovations in event formats and timing, taking into account of current member preferences
 - Demonstrating agility in organising events quickly where world events require this, yet balancing events so there is a healthy set of commercially attractive ones
 - Engaging with the Events Working Group to maintain quality, relevance and agility
- Drive sustainable growth of AIIA Victoria’s membership base, in line with the Membership Growth Plan, continuously growing and diversifying the membership and sustaining its long-term stability and continuity, including:
 - Lead the Council, AIIA Victoria Office Team and Interns to drive membership growth and engagement across all areas of Youth, Corporate and General Memberships
 - Encouraging diversification of the membership base across career stages and sectors
 - Refreshing and articulating a compelling membership value proposition to increase its appeal and competitiveness-across a broad spectrum of interests
 - Strengthening engagement, retention and renewal of membership through improved systems
 - Driving more effective outreach (including digital) actions to attract members

To apply, please submit:

- A Cover Letter detailing your interest in the role;
- A 3-page (max.) Resume

to admin.vic@internationalaffairs.org.au quoting “**Director/Executive Director Application**” in the subject line.

Submission deadline: Friday 5 June 2026 5PM (AEST)