



AOC Foundations Investment Manager

Sydney, Australia (Hybrid) | Part-Time (50 hours/month) | Reports to: AOC COO

Are you a seasoned investment professional with a passion for purpose-driven investment management? The Australian Olympic Committee is looking for an Investment Manager to support and protect the Olympic Movement in Australia - combining strategic investment management with a powerful social mission.

About Us

The Australian Olympic Committee (AOC) is the national body responsible for representing Australia at the Olympic Games and promoting the Olympic Movement throughout the country. The AOC supports athletes from selection through to competition, advocates for the development of sport at all levels, and oversees the governance of the Australian Olympic Foundation and the Australian Olympic Community Fund.

The Australian Olympic Foundation (AOF) is the long-term financial endowment underwriting the Australian Olympic Movement. The Foundation invests its corpus through a professionally managed portfolio and distributes returns to support the Australian Olympic Committee (AOC) in achieving its objectives.

The Australian Olympic Community Fund (Community Fund) is a purpose-led managed investment scheme structured as a unit trust. It channels investment capital into a professionally managed fund-of-fund portfolio, delivering competitive risk-adjusted returns while supporting the Australian Olympic Community Foundation - with an initial focus on developing Indigenous athletes and increasing participation in Olympic sports.

The Role

You will lead the operational, governance, and investment-management functions of the AOF and the Community Fund - including the development, launch, and growth of the Community Fund. The role blends strategic investment oversight with stakeholder engagement, product development, and capital raising. You will work closely with the AOC, Foundation Investment Committees, fund managers, wealth management firms, and financial intermediaries.

What You'll Do

Community Fund

- Drive the structuring, establishment, and launch of the unit trust product, coordinating with legal, registry, trustee, compliance, and fund administration partners.
- Liaise with pro bono fund managers to establish and maintain investment capacity; cultivate relationships with service providers, research houses, and platform partners.
- Serve as secretariat to the Investment Advisory Committee (IAC) - preparing materials, analysing portfolio performance, and ensuring compliance with the Investment Policy.
- Build relationships with wealth management firms, private client advisers, and financial planners; develop product collateral, presentations, and investor communications.

- Manage product performance reviews, ensure alignment of fund messaging with the philanthropic mission, and identify growth opportunities across adviser and wholesale investor segments.
- Lead day-to-day operations, act as Responsible Officer on the Corporate Authorised Representative (AFSL), and coordinate compliance signoffs with service providers.

Australian Olympic Foundation

- Manage the AOF investment portfolio, leading redemptions and re-allocations in line with the Investment Policy and IAC recommendations.
- Manage relationships with underlying fund managers and the external investment adviser, including periodic performance reviews.
- Serve as secretariat to the AOF Investment Advisory Committee - preparing materials, analysing portfolio performance, and maintaining Investment Policy compliance.

What You Bring

- 7+ years in investment management, funds management, or financial-services operations - ideally in an endowment, foundation, or wholesale-funds setting.
- Strong understanding of the Australian managed-funds landscape, fund-of-fund structures, and unit trusts.
- Demonstrated experience supporting Investment Committees and/or Boards, including agenda planning, paper preparation, and minute-taking.
- Track record of working with external advisers, fund managers, wealth platforms, and research houses.
- Familiarity with audit and risk, company secretarial, and not-for-profit/endowment governance.
- Sound financial-reporting acumen and the ability to partner closely with Finance teams.

What Sets You Apart

- Self-starter with strong commercial acumen and a service mindset.
- Outstanding written communication skills — you can draft Board-grade papers and reports with ease.
- Excellent stakeholder engagement and relationship management across Boards, committees, and external advisers.
- A genuine commitment to social-impact investing and community development through sport.
- Familiarity with the Australian Olympic Movement and the role of Member Sports is highly regarded.

How to Apply

Apply via the [AOC Application Form](#) with your resume and a brief cover letter. Applications are reviewed on a rolling basis and close at 11.59pm on Sunday 24 May 2026.

The AOC is committed to creating a diverse and inclusive environment and encourages applications from people of all backgrounds.