



Executive Management: CEO – Volunteer Position Description

About Gomo & Our Vision

At the Gomo Foundation we are dedicated to building exceptional communities in Africa by empowering young women with the resources to change their future. To do this, we are creating opportunities for young women to build their skills and transform their lives and the communities they live in. We are kicking off this mission in Zimbabwe, with an aim to place 50 young, exceptional women into education by 2021, and we need some help! Over time, we will expand our reach into other parts of Africa and extend beyond education to tell the stories and form the key partnerships that will enable our young women to continue to grow and thrive throughout their lives. Please visit our website for more information: www.gomofoundation.org.au

The Gomo Foundation has been growing steadily for the last few years, however we are now looking for a new and passionate CEO to take us into the future. Our next CEO will be committed to the education of young women, a natural leader who feels confident in guiding, directing and connecting a team of about 20 volunteers and someone with a business-mindset who can apply their industry and previous volunteering experiences to continue to grow the revenue and reputation of the Foundation.

About Chief Executive Officer (CEO) Role

The CEO is responsible for carrying out the strategic plans and policies, as established by the Board of Directors. The CEO may become a Director over time as the individual becomes established in the role and the culture of the Foundation.

The Chief Executive Officer role is the most critical position in the Gomo Foundation, as this pivotal role is expected to provide strategic thought leadership to the commercial decisions of our public ancillary fund, whilst also managing the day-to-day operational decisions that make our volunteers feel empowered to deliver outcomes that change the lives of young girls in rural areas of Africa.

Currently, the CEO leads more than 20 volunteers with some management support in the areas of marketing, technology and operations that makes work assignment simpler. However, given the size of our Foundation, this individual will still need to inspire progress by staying closely connected to the tactical work of the team.



Chief Executive Officer Responsibilities

People Leadership

- Provide an inspiring view of our mission and progress back to the volunteers to encourage engagement and work delivery
- Create the right culture to drive the Foundation's success
- Work with the People and Culture Manager to manage volunteer retention, providing input on volunteer engagement strategies as required
- Conduct strategic workforce planning with the People and Culture Manager aligned to the strategic objectives of the Foundation
- Govern the attraction and on-boarding of all new volunteers
- Ensure compliance with personnel policies and legislative requirements
- Regularly communicate the vision and strategy of Gomo, including strategic developments and Board updates
- Provide informal mentoring and support for Gomo volunteers, providing many opportunities to connect face-to-face across all levels of the team
- Organise and facilitate all team meetings to ensure the team feel connected

Planning

- Develop the strategic delivery plans and programs aligned to the Board direction and priorities
- Set objectives, KPIs and a scorecard for the organisation – cascade these metrics across all teams
- Oversee all strategic program delivery, including partaking in the highest priority Board sub-committees
- Arrange a regular cadence for management team connection and engagement
- Regularly assess progress against strategic targets, program milestones and KPIs
- Work with the Chief Operating Officer to adjust systems, processes and structures aligned to delivery challenges and bottlenecks

Financial and Risk Leadership

- Work with the Finance Manager to compile a detailed one-year budget and three-year forecast, based on the strategic goals and fundraising plans of the Foundation
- Conduct financial reporting on a regular basis aligned to Board and regulatory requirements



- Oversee the establishment of all commercial partnerships
- Undertake regular risk management analyses and implement strategies to prevent and deal with perceived risks

Fundraising and Marketing

- Work closely with the Chief Marketing Officer and Marketing Manager to oversee fundraising and marketing strategic plans and activities
- Establish strategies to approach funders, submitting proposals and representing the vision and strategy of Gomo
- Actively seek new sources of income utilising personal networks and contacts
- Govern the execution of fundraising events

Partnership Management

- Maintain strong relationships with Gomo fundraising and commercial partners
- Actively manage international partners from our beneficiaries in Africa
- Support the Partnerships team to establish new relationships aligned to Gomo's growth targets, strategic direction and risk profile

External Representation

- Pursue opportunities to speak to the Gomo Foundation's mission, vision and successes
- Regularly update key Foundation stakeholders on successes and progress
- Attend speaking and networking events as required to maintain Gomo's presence in local not-for-profit circles

Reporting

- Coordinate a monthly CEO report for the Board
- Support yearly audit, led by Finance Manager
- Provide monthly Board updates to the volunteer group

Board Support

- Present Board with clear and logical recommendations and options for action, with sufficient time for Board investigation before the meetings
- Partake in critical Sub-Committees, as required
- Provide updates to the Board on progress and successes so they can be advocates for the Foundation

We expect at least two years of service as the Gomo Chief Executive Officer.

Individual Attributes



At the Gomo Foundation, we are lucky to have a core team of more than 20 volunteers who have taken on various roles during Gomo's establishment and are passionate about helping Gomo achieve its goals. We have built a culture of passion, positivity and integrity in this small team, and we will appoint a CEO who can embrace and further develop this culture. Please see below for a summary of individual attributes that we will be looking for in this critical role:

- Leadership strength and experience
- Charisma and ability to influence and motivate
- Mission obsessed with a relentless passion for our vision
- Integrity and commitment aligned to the culture and values of Gomo
- Results-driven with an ability to lead others towards common outcomes
- Articulate and confident communicator
- Critical and innovative thinking
- Team player with an entrepreneurial spirit
- Capacity and interest to commit

Diverse applicants are encouraged to apply.

Performance Commitment

It is expected that the CEO will need to commit at least 8 hours a week to the management of work, engagement of volunteers and relationship building required to achieve these outcomes. At times, there may be a larger (or sometimes lesser) requirement of time from the CEO and it is expected that this individual will have the flexibility to manage these fluctuations.

The CEO reports to the Board of Directors. On a quarterly basis, the Board Chairperson and the CEO will have a performance review conversation, with an annual, formalised performance review conducted in conjunction with all Board members (led by the Chairperson).