

# Position Description

## Chief Executive Officer

### Arrow Bone Marrow Transplant Foundation

July 2020



## 1. ORGANISATIONAL CONTEXT

Each year, thousands of Australians are diagnosed with blood cancers such as leukaemia, lymphoma or myeloma, and many more are diagnosed with autoimmune diseases such as MS, blood diseases like anaemia and other non-malignant diseases. In many cases, a bone marrow or stem cell transplant offers the best chance of recovery.

Arrow was originally established in 1987 to finance the Australasian Bone Marrow Transplant Recipient Registry (ABMTRR). The ABMTRR is a unit that collects, collates and distributes transplant patient data across 52 hospitals in Australia and New Zealand. The unit produces an annual report of consolidated data that is a vital reference source contributing hospitals, doctors, clinicians and other relevant persons in the field.

Over the past 30 years Arrow's work has expanded and its focus is now on

- Funding medical research into the cause, prevention, treatment and cure of diseases that can be treated by bone marrow transplant.
- Supporting patients and their families before, during and after bone marrow transplant treatment.
- Providing opportunities for registered nurses working in the field of haematology or bone marrow transplantation.

Arrow is governed by our board of directors. All our day-to-day administration is managed by three part-time staff: The Chief Executive Officer, a Communications Manager and a Programs & Scholarships Coordinator.

Arrow receives no government funding so we rely on the kind support of our donors, fundraisers and members to continue our work.

## 2. OUR MISSION

To Improve the survival and quality of life for patients with blood diseases treatable by bone marrow and blood stem cell transplants and provide support for their carers in Australia

- by funding research projects
- by providing vital support to patients, their carers and families
- by improving patient care through specialised education and skills development for nurses and other health staff

## 3. POSITION PURPOSE

Reporting to the Board of Directors, the CEO is responsible for the day-to-day management of the Foundation and the coordination of the support it offers to medical researchers, nurses, patients and their carers. While being hands on in the office, a major part of your role will be focussed on developing a long-term strategy for the organisation that includes an innovative sustainable funding model.



#### **4. TERM OF EMPLOYMENT**

This role is a part-time permanent position. The successful applicant will have the autonomy and flexibility to vary their working week. The board is envisaging three or four days a week.

#### **5. POSITION LOCATION**

This role is located at Arrow House, 16 Leichhardt Street, Darlinghurst NSW 2010 but flexibility including working remotely in this current climate is actively encouraged.

#### **6. SELECTION CRITERIA**

We are seeking a CEO with the following attributes:

- dynamism, vision, passion and the drive to help develop the Foundation's organisational strategy and achieve the Foundation's mission
- the ability to lead and inspire a team
- the ability to maintain existing relationships and build new alliances.

Applicants are required to provide a written statement which addresses each of the selection criteria listed below. Suitability for the position will be assessed against the following criteria:

##### **Essential:**

- Experience in managing a NFP organisation, including all statutory reporting, fundraising regulatory requirements, insurances, auditing, governance and board reporting
- Experience in identifying and pursuing new fundraising opportunities
- A proven track record of growing a donor pool and the development of bequest and donor management strategies
- A proven track record in writing grant applications and securing grants for an organisation
- Experience in developing and managing a CRM database including its application in fundraising strategy
- Experience in effective relationship management with internal and external stakeholders, health and allied health professionals, vulnerable members of our community and their carers

##### **Desirable:**

- An appreciation, understanding and knowledge of blood cancer treatments including bone marrow and stem cell transplants
- Suitable credentials in Fundraising education – e.g. Fundraising Institute of Australia (FIA) Certificate in Fundraising or equivalent experience

#### **7. REMUNERATION**

Salary to be negotiated commensurate with experience and working hours



## **8. POSITION COMMENCEMENT**

It is expected that the successful candidate would commence no later than Monday, 14 September 2020

## **9. PRE-EMPLOYMENT SCREENING**

The successful candidate will be required to undergo a National Criminal History Check.

## **10. HOW TO APPLY**

You should submit the following documents as your application for this position:

- Cover letter including a statement which demonstrates how your skills and experience align to the selection criteria listed in Section 6
- Resume
- Three references.

Applications to be sent to:

Robyn Flood, CEO  
Email: [rflood@arrow.org.au](mailto:rflood@arrow.org.au)  
Tel: 0421 611 222

## **APPLICATION TIMELINE**

Applications close Friday, 31 July 2020.

## **ENQUIRIES**

For any other enquiries, please contact Robyn Flood at [rflood@arrow.org.au](mailto:rflood@arrow.org.au) or phone 0421 611 222