

POSITION DESCRIPTION

Title: Chief Executive Officer

Reports to: Board of Directors

Date: November 2020

Position Summary

The Chief Executive Officer (CEO) is responsible for the development and delivery of the strategic objectives and business plan, the achievement of the budget results and management of the day to day operations of Foundation & Friends. The CEO leads a small team as well as several hundred volunteers who support the various activities of the Foundation and Friends. Positioning the organisation for its next phase of growth will be a key focus of the role.

Responsibilities and Accountabilities

The primary responsibilities of the CEO are:

A. Management

- Exercising leadership and executive stewardship of Foundation & Friends and the Trust Fund resources in a transparent, sustainable, socially and environmentally responsible manner
- Developing, proposing and executing the business plan and achieving the budget as agreed with the Board
- Working with the Business Committee to develop proposals for expanded and new business opportunities
- Overseeing the establishment of effective risk management and internal control systems
- Ensuring Foundation & Friends complies with statutory requirements and workplace health and safety guidelines
- Management of the day to day operations, including but not limited to:
 - Overseeing the design, marketing, promotion, delivery and quality of Foundation & Friends events, publications (including magazine and newsletters), merchandise and other services
 - Developing a clear communication strategy for the F&F brand to increase public awareness and grow membership
 - Development and oversight of the delivery of the community fundraising plan, as agreed with the Royal Botanic Gardens & Domain Trust (RBGDT)
 - Managing the information and technology development of Foundation & Friends.

B. Board of Directors

- Reporting regularly to the Board with appropriate, timely and quality information so the Board can discharge its responsibilities effectively
- Recommending to the Board significant operational changes and expenditures where these are beyond delegated thresholds.

C. Financial Management

- Managing Foundation & Friends and the Trust Fund financial resources
- Managing the financial systems to ensure the preparation of timely and accurate financial statements
- Managing auditors and other professional advisors
- Oversight of organisational risk and compliance
- Managing invested funds

D. Relationship Management

- Liaising effectively with all levels of the organisation (at three different Garden locations) and associated organisations, including RBGDT, Foundation & Friends Committees and sub-committees, members, volunteers, the general public and staff of RBGDT
- Working collaboratively with the RBGDT on programs and marketing which support both RBGDT and Foundation & Friends
- Working collaboratively with the RBGDT on fundraising programs
- Developing relationships with major and emerging donors and notified bequestors
- Representing Foundation & Friends on required committees and at meetings convened by RBGDT
- Representing, communicating and advocating on Foundation & Friends behalf to external stakeholders and the community.

E. Leadership

- Assigning responsibilities clearly to staff
- Recruiting, developing and retaining talented people to work in Foundation & Friends and fairly and fully evaluating their performance
- Recruiting, developing and retaining volunteers to support Foundation & Friends
- Communicating throughout Foundation & Friends the strategic objectives, vision and values and ensuring these are achieved in practice.

Key Selection Criteria

To be successful in this role the CEO will have:

- A relevant tertiary qualification and minimum of ten years' experience in senior managerial roles in membership based, not-for-profit organisations
- Extensive experience in the development of strategic objectives and business plans, management of budgets and financial reporting
- Extensive experience in developing and managing fundraising programs in the not-for-profit sector
- Demonstrated experience in delivering revenue growth for established organisations
- Demonstrated experience with statutory financial statements, accounting policies and standards for not-for-profit organisations (including both companies and trusts)
- Demonstrated experience in improving brand awareness and developing communications strategies
- Strong interpersonal skills, demonstrated ability to lead a diverse group of staff and volunteers and to effectively engage stakeholders
- Strong organisational and project management skills
- Excellent written and verbal communication skills