



## Terms of Reference

### Chief Executive Officer

#### 1 Background

The Kyeema Foundation (Kyeema) works to improve the health and prosperity of marginalised communities and their environments. We currently manage activities worldwide, with program oversight based in Brisbane, Australia. Our three key focus areas are: 1) Nutrition, Health and Livelihoods 2) Resilient Communities; and 3) Innovation. The current CEO is retiring in early 2021 and Kyeema is seeking to employ a new CEO. This role would ideally suit a dynamic, energetic candidate looking to take the next step in their career.

Kyeema is at an exciting juncture, having recently approved the new 2021-2026 Strategic Plan (SP) and a strategy for corporate partnerships. The new CEO will have the capacity to build relationships with private sector organisations and expand our corporate program, while also managing an expanding portfolio of activities from diverse funding sources and maintaining our accreditation with the Australian Government's NGO Cooperation Program and compliance with ACFID's code of conduct.

<https://kyeemafoundation.org/strategicplan2021to2026/>

#### 2 Scope of Services

- **Articulating the vision**

The CEO is responsible for creating the right internal climate for the organisation. The CEO needs to be able to articulate the organisation's vision to staff and volunteers so that they know exactly why they do what they do – and feel great doing it.

- **Income generation**

The CEO will oversee income generation planning and implementation. This will include identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation. The CEO will be primarily responsible for expanding income generation through our corporate engagement program and through acquiring grants and service contracts.

- **Managing programs and engaging partners**

The CEO will be responsible for overseeing the implementation of Kyeema's core country programs, maintenance of accreditation with the Australian Government's NGO Cooperation Program, compliance with the ACFID Code of Conduct and the management of our corporate 'Funds for Impact' program. This will involve specific processes including identifying positive impact opportunities with communities and partners; identifying and testing innovative, inclusive and scalable solutions to development challenges; and expanding sustainable Newcastle disease control impact to new geographies.



- **Expanding networks and scaling innovations**

The CEO will be responsible for engaging and networking with potential new and existing partners. This will include leveraging corporate expertise and resources and aiding corporate partners to maximise impact from their funds. It will also include engaging with key implementing partners to scale and promote innovative and inclusive solutions. To facilitate these processes, the CEO will be responsible for maintaining legal registrations to enable our vision, which will include registering Kyeema in new key geographies, initially the US and UK.

**In addition, the CEO will be responsible for the day to day running of Kyeema including:**

- **Planning**

This involves identifying aims, objectives, strategies, responsibilities, timelines and the resources required to achieve successful implementation of Kyeema's SP. The CEO will oversee design, marketing, promotion, delivery and quality of programs, products and services. Responsibilities also include developing evaluation strategies and adjustment of systems, processes and structures in response to evaluation findings.

- **Human resource management**

The CEO is responsible for managing paid and volunteer staff according to approved personnel policies and procedures that conform with current laws and regulations. An effective CEO will know how to attract, retain and motivate talented and enthusiastic staff and volunteers.

- **Financial and physical resources management**

The CEO is responsible for presenting the yearly budget for Board approval and to manage the organisation's resources within budget guidelines according to current laws and regulations. This includes undertaking regular risk management analyses and implementing strategies to prevent and deal with perceived risks.

- **Providing a link between the staff and the Board**

The CEO manages the staff and ensures the Board is informed of any relevant staff issues in a timely manner. The CEO will ensure that the Board gets to meet and discuss relevant issues with the Kyeema team members on a regular basis.

- **Representing the organisation**

The CEO will consistently present the organisation and its vision, mission and programs in strong, positive images to relevant stakeholders and the general public.

- **Setting standards**

The CEO, with Board support, sets the standards for the organisation. This includes setting a good example when it comes to ethical behaviour, loyalty, commitment, efficiency, and so on. The CEO will be responsible for aligning with best practice equitable and sustainable development practices. This will involve ensuring that the organisation is maintaining requirements for registration with the DFAT Australian NGO Program (ANCP) and membership of and compliance with the Australian Council of International Development (ACFID).



- **Board meeting roles**

The CEO is responsible for ensuring that the Board is presented with clear and logical recommendations for action, preferably well before every Board meeting to allow time for clarification and proper consideration.

- **Measuring organisational performance**

The CEO is responsible for ensuring the effectiveness and impact of the organisation. This will include working with the Balanced Scorecard approach to measure organisational performance as defined by Outcomes 1-3 in the SP.

### 3 Reporting requirements

The CEO reports to the Board Chair and is responsible for organising:

- Regular team meetings;
- Provision of regular updates to the Kyeema Board; and
- Oversight of regular updates on donor and corporate programs and any other material matters and/or areas of concern.

### 4 Eligibility

Previous relevant experience working or interning in a role involving the stated key activities is highly desirable. Australian citizenship or permanent residency required.

### 5 Key competencies and professional expertise required

The CEO should have the following qualifications and experience:

- Experience and ability to operate successfully in corporate/client and not-for-profit sectors;
- Experience in driving strategic change, income generation and partnership development with the private sector, government, not for profit, allies and networks and communities;
- Experience in management of donor-funded projects and overseas development activities;
- Demonstrated experience in working in diverse teams, and exceptional cross-cultural skills and experience, localised approaches and sensitivity to power. Specific experience managing staff and volunteers in this environment is highly desirable;
- A proven track record of professionalism and ethical conduct;
- A relevant tertiary qualification in either Business, International Development and/or the Natural or Social Sciences. Qualification in Monitoring and Evaluation and/or Project Management is highly desirable;
- Relevant knowledge and extensive work experience in business management;
- Good oral presentation, reporting and writing skills; and
- A desire to be a strong action leader for marginalised communities and their environments globally.