

### Chief Executive Officer

<b>Location:</b>	National organisation with Melbourne based Head Office
<b>Employment type:</b>	Full Time (negotiable)
<b>Reporting to:</b>	Chairperson and Board of Myeloma Australia

### Position Purpose

The Chief Executive Officer (CEO) is accountable to the Board of Myeloma Australia (MA) for delivering on the organisation's vision, mission and strategic plan and for delivering innovation in respect to best practice service support, education and advocacy for the myeloma community.

The CEO has responsibility for the overall performance of MA and will provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organisations mission as defined by the Board of Directors.

### Responsibilities

- Implement the strategy approved by the Board and ensure that the organisation's structure and processes meet the strategic and cultural needs of the organisation;
- Provide strong and clear leadership internally to the organisation, its people and externally to the organisation's stakeholders;
- Organise, motivate and mentor internal team leaders, and staff generally, to strategically grow the organisations impact, programs, fundraising and to effectively fulfill its important mission;
- Apply innovative thinking and performance measurements to analyse and support strategic decision making;
- Continually foster a culture that encourages collaboration between departments and recognises positive contributions.
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management and compensation and benefits;
- Establish goals, objectives and operational plans in collaboration with the Board of Directors, staff and other leaders.
- At all times to act and behave with integrity, empathy and in accordance with the organisation's code of conduct and values;

### Board Governance

- Maintain regular and ongoing communication to build strong relationships with the Board, providing leadership and support to Directors when required;
- Communicate effectively with the Board by providing members with all information necessary to efficiently and effectively make informed decisions in a timely and accurate manner;

- Attend all Board meetings and provide management reports and updates including but not limited to current projects, staff movement, organisational progress, risk management;
- Implement Board policies and procedures and build support for Board decisions amongst staff;
- Ensure the Board are kept informed of material developments in the organisations affairs, operations and business.
- Ensuring the Board are Ensuring the organisation's operations and business are within the parameters set by the Board from time to time and that the Board is kept informed of material developments in the organisation's affairs, operations, and business;
- Work closely and openly with the Board and its committees, insuring ongoing communication of risks, issues as well as successes.

### Development and Fundraising

- Drive development and fundraising in collaboration with the fundraising team, leveraging the Board as needed;
- Initiate, cultivate and extend relationships with the organisation's portfolio of individual, foundation, government and corporate supporters;
- Ensure the organisations financial stability and sustainability by maintaining healthy cash flow and adequate reserves.

### Financial Management and Administration

- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organisation in accordance with the mission, objectives and policies.
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations;
- Monitor board-approved budget and manage daily financial operations to ensure maximum utilisation of resources and optimum financial positioning for the organisation;
- In conjunction with the Board Treasurer, build and administer the annual budget.

### External Relations and Communications

- Represent the organisation and serve as key spokesperson publicly at events conferences and partnership meetings;
- Present and promote the organisation and its mission, programs and services in a consistently positive manner;
- Ensure high visibility to prospects and the public and build interest in engaged philanthropy;
- Oversee and direct all aspects of the organisations marketing and public relations.

### Key Accountabilities

- Provide a strong, clear leadership and strategic direction to the organisation both internally and externally;
- Create and sustain a culture of innovation, underpinned by the vision, mission and values of the organisation;
- Ensure the organisation's code of conduct and policies are living documents, regularly updated, monitored, and communicated with ongoing training;
- Maintain awareness of political, governmental, business and industry components of the external environment, on a local, national, and international level as they relate to MA;
- Overall management oversight and responsibility of the organisation including but not limited to:
  - the appointment and management of key executive and management personnel;
  - complying with all legislative requirements ACNC, CAV, fundraising laws in each state etc
  - displaying respect to staff and acting with overall integrity at all times, and not bringing the organisation into disrepute or disrespect.
- Developing budgets and business plans for approval by the Board and implementing same;
- Where proposed transactions, commitments or arrangements exceed the CEO's delegation threshold set by the Board, referring the matter to the Board for its consideration and approval;
- Managing the organisation's financial and other reporting mechanisms, and control and monitoring systems, to ensure that these mechanisms and systems capture all relevant material information on a timely basis, are functioning effectively and are founded on a sound basis of prudential risk management;

### Key Performance Indicators

- Developing and growing a sustainable business model and implementing the necessary strategic changes with Board approval to improve or innovate new service offerings.
- Achieving the strategic direction of the organisation as approved by the Board.
- Meeting agreed performance indicators including agreed upon financial goals and timelines as set by the Board.
- Reporting accurate financial information and budget information to the Board on a timely basis;
- Improving business sustainability through increased revenue derived from the fund-raising as percentage of total revenue.

### Key Relationships & Stakeholders

- Patients and carers; Industry; Government (State and Federal); medical and scientific institutions; general public, cancer advocacy groups, PBAC, staff, Board.

## Position Description

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### Knowledge, Skills & Experience

Candidates may emerge from nonprofit, foundation, government or industry backgrounds and should possess the following:

- Five or more years' experience as CEO or C Suite executive;
- Proven experience working with and leading a nonprofit Board and working with diverse groups of people;
- Exceptional communication, presentation, and marketing skills;
- Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources etc.
- Strategic and Risk management skills.
- Proven negotiation, and relationship management skills;
- Proven written and verbal communications skills;
- Elevated level of computer literacy especially with Microsoft Office.

### Qualifications

- A bachelor's or advanced degree;

### Compensation

This wonderful opportunity offers the ability to make a significant impact leading and growing an impactful non profit leading Myeloma in Australia. The career opportunity offers a strong base salary, a full benefits package and a team oriented atmosphere that is both positive and rewarding.

### Other Requirements

The position holder must complete a:

- Satisfactory police background check and reference check.