

POSITION DESCRIPTION

Title: EXECUTIVE OFFICER
Position: Part-time: up to 0.6 FTE (flexible hours)
Reports to: Board of Directors and on a day-to-day basis to the Chair
Supported by: Virtual Executive Assistant (Part-time)
Location: Work from home.

The BAF is a private philanthropic foundation established in 2014 by Miss Betty Amsden AO DSJ (1924-2017). Betty was a passionate believer in the power of philanthropy and the arts to help build strong, equitable and inclusive communities.

The Foundation is governed by a Board of Trustees to whom the Executive Officer reports. Further background is available at www.bettyamsdenfoundation.org.au

The core responsibilities of the Executive Officer are to manage the Foundation's awards/scholarship program, including fostering an alumni cohort, and grant-making programs which together seek to:

1. Foster community spirit through the arts
2. Improve the lives of children and young people (aged between 10 and 40 years)
3. Encourage leadership development and personal growth for people working in the non-profit sector.

The Executive Officer will represent the Foundation in the philanthropy and arts sectors and alongside the Board will be responsible for continuing Betty's work into the future.

Responsibilities

1. Leadership and strategy

- With the Board, develop and execute strategy for the awards/scholarships and grant-making programs

- Keep abreast of trends of policy and practice in the philanthropic and not-for-profit sectors
- Encourage the active involvement and leadership of Board members in accordance with their interests
- Devise and manage communications and PR activity to enhance the standing and profile of BAF, with the Chair as key spokesperson
- Develop and maintain relationships with key industry bodies and organisations, especially in philanthropic and arts sectors
- Demonstrate best practice leadership, forward thinking and continual improvement across all BAF strategies and activities

2. Manage awards and scholarships programs

- Develop, implement and promote a unique and impactful awards program, including designing and facilitating inductions, and opportunities for collaboration and connection between recipients and where appropriate with the Board
- Maintain open communications with recipients
- Evaluate progress and impact of recipients
- In conjunction with the Board, develop, implement and promote a sector leading scholarship program

3. Manage grants program

- Deliver a proactive and strategic grants program, working collaboratively with potential and current recipients and making recommendations to the Board
- Ensure effective distribution, acquittal and evaluation of grants
- Maintain open communications with grantees (current and former)

4. Special programs and projects

- Create an annual program of events and gatherings for alumni which inspire, connect and maintain Miss Betty Amsden's legacy and values
- Undertake key projects from time to time as agreed with the Board

5. Administration

- Schedule and prepare for Board meetings and sub-committee meetings, ensuring all actions are implemented
- Assure sound management of budget and Foundation operations, introducing and monitoring systems and processes where necessary
- Ensure the Foundation complies with all applicable laws and regulatory requirements
- Liaise with key business suppliers, including accountants and investment managers

Skills and experience

- Demonstrated experience as an autonomous leader
- Strong working knowledge of philanthropic sector and/or arts organisations
- Ability to nurture talent through strong facilitation and program design
- Demonstrated ability to plan and execute strategy
- Strong understanding of finance and governance, and experience in administrative systems, processes and controls

Personal attributes

- Energetic and strongly committed to achieving positive outcomes
- Ability to build strong relationships with stakeholders, non-profit leaders and scholars
- Ability to motivate self and others to achieve shared objectives
- Demonstrating leadership attributes: courage, humility, generosity of spirit and a sense of humour