



JOB DESCRIPTION

Title: Chief Executive Officer

The CEO is responsible to the organisation's Committee of Management for the leadership, development, management and implementation of the organisation's programs and operations. This includes representing and promoting B4VK, strategic oversight of all programs and developing mutually beneficial relationships with agencies, sponsors, donors, funders and volunteers. The position leads a small team and manages the organisation's budget.

This is a part-time role averaging 30 hours per week onsite and remotely as required, plus occasional work after hours. Backpacks 4 VIC Kids operates Tuesday to Friday with occasional after hours and weekend packing sessions and events.

Accountability

The CEO reports to the Chairperson and Committee of Management of B4VK. Specific accountabilities and performance indicators will be set against the organisation's strategic plan and annual work plans.

Key Responsibilities:

- 1. Establish, maintain and leverage relationships with partners**
 - Engage proactively and innovatively with industry, government, potential donors and the wider community to promote B4VK, its activities, programs and outcomes.
 - Design and implement strategies to enhance effective and sustainable partnerships with B4VK's range of stakeholders, including agencies, donors, funders, sponsors and volunteers.
 - Effectively provide strategic oversight and management for B4VK's range of programs.
- 2. Establish annual budgets for Committee of Management approval and deliver financial performance which meets or exceeds these budgets**
 - Establish and manage the organisation's annual budgets.
 - Deliver strong financial results.
 - Liaise with, and report to the Committee of Management
- 3. Drive fundraising and promotional activities to raise external funds and enhance the organisation's profile**
 - Design and implement a program of promotional activities with the support of the Committee of Management
 - Increase revenue, and the number of funding providers / sponsors / donors
 - Implement and maintain brand protection strategies
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4. Promote high performing organisational culture and ensure good corporate governance

- Develop and implement good corporate governance policies and procedures with the assistance of the Committee of Management
- Lead and build measurable high performing culture of a highly engaged small team of staff and a large volunteer team

5. Contribute to the strategic development of B4VK and its programs

- Contribute to the design and development of the organisation's strategic plan.
- Lead the implementation of the strategic plan.
- Contribute to and implement risk management strategies including cyber security measures

6. Other duties

- Undertake other duties as and when required

Experience, Knowledge & Skills Required:

The successful applicant will provide evidence of:

- Passion for children's rights and helping to ameliorate the physical and psychological impacts of displacement;
- Experience and comprehensive knowledge of the not-for-profit sector;
- Business acumen and a track record of successful and strategic management in the non-profit sector;
- Well established fundraising relationships through a variety of sources, including corporate, philanthropic and government sectors;
- Effectively managing budgets and delivering positive financial outcomes;
- Exceptional stakeholder management skills, particularly with the ability to initiate and develop sustainable relationships with private and public sector organisations, individuals and other key stakeholders;
- Working effectively with a Committee of Management, and developing and implementing good governance processes;
- Leading and managing teams to deliver successful outcomes;
- Strong interpersonal skills and leadership capabilities;
- Excellent written and verbal communication skills, including public speaking experience.

Salary and other benefits:

Hourly rate of \$70-75 plus superannuation. Backpacks 4 VIC Kids is currently implementing salary packaging.