



EXECUTIVE OFFICER POSITION DESCRIPTION

Role Title	Executive Officer
Reports To	Board of Management
Hours	24 hours per week (negotiable)
Remuneration	Commensurate with skills and experience and as classified under the <i>Clerks - Private Sector Award 2020</i> . Above Award salary will be considered. Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a complying Superannuation fund of your choice.

ORGANISATIONAL OVERVIEW

The South West Community Foundation is an independent philanthropic organisation established in 2007 as a company limited by guarantee and working across the Great South Coast region, covering Colac Otway, Corangamite, Warrnambool, Moyne, Glenelg and Southern Grampians.

The Foundation seeks to support local community organisations and projects to make a lasting positive impact in our rural and regional communities. To do so we attract donations to a range of funds in order to build a permanent and growing source of funding. The income earned each year is returned to the community in the form of grants for specific community projects.

The function of the Foundation is to provide an ongoing cost-effective mechanism to enable donor individuals, families, corporations and businesses to be involved in local philanthropy.

Our mission is to '*Foster a culture of philanthropy to strengthen the communities of South West Victoria*'.

Our vision is *Strong Community*.

POSITION OVERVIEW

The **Executive Officer**, with support and direction from the board, will be the leader, contact point and driver of the South West Community Foundation. This part time role offers flexibility in hours, a much sought after relaxed coastal lifestyle and the opportunity to make a difference in our community.

The Executive Officer reports directly to the Chair of the Board and is responsible for:

- Administration and compliance functions of the Foundation.
- Strategic planning, and delivering the key activities in executing that plan.
- Marketing, donor and community communications.
- Managing the granting, acquittal, story collection and impact lifecycle.
- Maintaining key relationships and reputation of the Foundation.

KEY RESPONSIBILITIES

Administration and Compliance Functions

- Prepare, Administer and Minute AGM, Board and Sub Committee meetings.
- Maintain the Foundations status with relevant authorities such as ACNC, ASIC, Corporate Affairs Victoria, FRRR etc.
- Maintain the Salesforce/Form Assembly, Google Suite systems.
- Provide the Board of Directors with accurate and timely documents to execute board functions effectively.

Strategic Planning and Activity Delivery

- Work with the board to develop, implement and review the strategic plan.
- Implementation of the Foundation's programs that carry out the organization's mission.
- Work with the Treasurer to ensure the corpus is growing and expenses are controlled.
- Maintain a broad view of the Philanthropic Sector and funnel relevant information to the board.

Marketing, Donor and Community Communications

- Promote the stories of community groups and projects the Foundation has supported in a way that attracts widespread community support.
- Ensure all donors are kept informed of our activities via Social Media, Newsletters and direct communication channels so they know their donations are working hard for the community.
- Enhance the Foundation's profile image by being active and visible in the community.
- Maintain and build communication channels (social media, website, traditional media).
- With Board support, be responsible for assisting with and co-ordinating fundraising efforts and developing other revenues necessary to support the Foundation's mission.

Granting, Acquittal, Story Collection and Impact Lifecycle

- Announce, manage and distribute funds through the yearly granting process in consultation with the Granting Committee.
- Ensure all Grants are acquitted by successful organisations within timeframes and with appropriate documentation, supplied, collected and distributed to stakeholders as necessary.
- Collect a sub-set of stories from each granting round and build them into marketable stories to be told to the community.
- Complete a structured approach to going back to successful projects from previous grant rounds to again tell the story of long term, beneficial impacts of the Foundation's work.

Maintaining Key Relationships and Reputation

- Working closely with our stakeholders, local philanthropic trusts and other professional, civic and private organizations to maximise community impact.
- Maintain, recognise and build the Workplace Giving program.
- Ensure the reputational profile of the organisation is professional, forward looking and known to be making a beneficial community impact across the region.



KEY SELECTION CRITERIA

Essential Experience

- Excellent interpersonal skills and demonstrated experience in managing and maintaining relationships with key stakeholders, including the ability to provide informed and timely advice and information
- A demonstrated ability to communicate publicly and tell the story of an organisation and its work

Desirable Experience

- Experience working in the Philanthropic or Not-for-Profit sector at a management level

Essential Skills and Knowledge

- Extensive knowledge and experience in compliance and governance functions, including management reporting and attendance to requirements of relevant government bodies.
- Excellent written and organisational skills with the ability to manage the various stages of grant applications, progression, disbursements, acquittal and story collection.
- Highly self-motivated in driving project opportunities and initiatives to enhance organisational function or reputation.
- Technology skills in a range of areas including cloud document handling, customer relationship management systems and social media platforms.
- A demonstrated ability to lead organisational vision and innovation in a changing environment with a 'can do' attitude.
- Ability to construct, monitor and deliver objectives within an organisational budget

COMMITMENT TO COMMUNITY SAFETY

The South West Community Foundation has an obligation and commitment to offering, and supporting our partner organisations to offer, a safe environment for children and is required to ensure all employees are appropriately screened before working with children. Screening occurs via:

1. The interview process, whereby an applicant's personal and professional experience in working with children will be explored;
2. The referee check process, whereby information will be sought regarding an applicant's history regarding working with children;
3. A mandatory Working With Children Check, whereby all employees must have received a satisfactory assessment before employment can be confirmed; and
4. A satisfactory National Police Records Check before employment can be confirmed.

TERMS AND CONDITIONS

This position is subject to an individual employment contract based on the Clerks - Private Sector Award 2020 – Level 5, however, this is a guide only. Hours of work are negotiable for the right candidate but expected to be approximately 24 hours per week. Salary will be commensurate with experience and strengths of the prospective candidate and will be paid at an Annualised Over Award



Rate. The position is expected to be operated from the incumbent's home office with relevant allowances provided. An office location may be provided as deemed appropriate or necessary.

OTHER CONDITIONS

The position is also subject to:

- Successful completion of a 6-month probationary period. At least one formal review will be conducted during this period; and
- Maintenance of a current Victorian Drivers Licence
- Holding of or Successful application for a Victorian Working with Children Check

APPLICATIONS AND ENQUIRIES

Confidential enquiries regarding this position can be directed to David McIntyre, Board Chair, on 0408 225 572.

Applications must include:

- A cover letter specifically addressing the Key Selection Criteria
- A current resume with at least two references
- Be emailed to info@southwestcommunityfoundation.org by close of business on Friday, 15th October, 2020