



Stand Like Stone

Inspiring kindness and courage

JOB & PERSON SPECIFICATION

CHIEF EXECUTIVE OFFICER

The Stand Like Stone Foundation Ltd is the philanthropic community foundation for the Limestone Coast and the leading Community Foundation in South Australia. Established in 2004, the Stand Like Stone Foundation is a charitable organisation governed by a voluntary Board of Directors, committed to building a long-term source of funds and distributing the income to the Limestone Coast community through grants for charitable projects and educational scholarships.

Position Title:	Chief Executive Officer
Tenure:	Permanent Part Time
Hours of Employment:	0.8 FTE
Standard Days & Hours:	Standard days and hours of work will be agreed in consultation with the Board. Work and attendance at meetings and events both online and in person outside normal business hours will be required including some evenings and weekends. Meetings of the Board of Directors are usually held on the first Wednesday of the month, from 4.30pm to 6.30pm.
Probationary Period:	3 months
Salary Package:	Indicative ASO6 with an allowance provided for use of personal equipment and expenses incurred, as agreed with the Board. Salary will be negotiated dependent upon experience.
Location:	The Stand Like Stone Foundation, has an office in Mount Gambier and serves the seven local government areas that make up the Limestone Coast region. The Board requires the office to be attended at least one day a week and is willing to negotiate with the appointee regarding flexible work arrangements.
Travel:	Travel across the Limestone Coast region will be required including occasional overnight absences. It is essential to possess a current C class drivers license and willingness to drive. Access to a private motor vehicle will be required. Approved travel will be reimbursed at the standard ATO rate.

General description of position

Under Board direction the Chief Executive Officer is responsible for:



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- controlling and managing activities in accordance with the strategic plan
- leading day to day operations including governance, fund development, donor services, grant making, financial stewardship and communications and marketing

Board Relations and Organisational Planning

Objective: The implementation of Board strategy, decisions and policy.

Responsibilities:

- Work with the Board to develop, implement and evaluate Stand Like Stone's Strategic Plan and annual workplans, budgets and goals to deliver the Strategic Plan.
- Inspire participation in Stand Like Stone by building and maintaining effective relationships and partnerships with Directors and other stakeholders¹.
- Look for and act on initiatives where Stand Like Stone can play a leveraging, aligning or lead role within the community and develop mutually beneficial partnerships.
- In liaison with the Chair, develop and coordinate Board members training and induction.
- Other duties as assigned by the Board of Directors.

Governance & Legislative Compliance

Objective: Aiming for best practice, ensure Stand Like Stone meets its statutory and trustee obligations.

Responsibilities:

- Provide high level advice in relation to legislation, policy, procedure and governance to the Board, ensuring Stand Like Stone meets its statutory and trustee obligations and all activities comply with the Constitution, Trust Deeds and Board policies.
- Ensure agendas, business papers, reports and accurate minutes are prepared and distributed to meet legislative requirements and provide accurate and timely reports on the operations of the organisation, emerging risks, supporting information on relevant issues and the implementation of the Strategic Plan.

¹ Stakeholders includes committees, volunteers, sub fund holders, donors, sponsors, applicants, recipients, key regional bodies, community groups, other philanthropic bodies, businesses and government.



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- Ensure policies, procedures, corporate databases and registers are in place, current and comply with relevant legislation allowing Stand Like Stone to function in an ethical, legal, and efficient manner.
- Initiate reviews of governance, strategic and guiding documents and projects that improve governance systems and procedures.
- Ensure the preparation and distribution of the Annual Report, reports to sub fund holders and donors and other reports to external bodies as required.

Marketing, Communications and Community Relations

Objective: Share Stand Like Stone's stories by managing and initiating marketing and communication activities and actively engaging donors, the community and local interest groups.

Responsibilities:

- Develop and implement a communications and marketing plan to build awareness and interest in Stand Like Stone.
- Achieve increased community awareness and understanding of Stand Like Stone's brand and purpose by attending events and participating in activities that build Stand Like Stone's profile and networks.
- Make presentations to groups and meet with stakeholders to present a case for support and convey Stand Like Stone's mission in an effort to attract new funds.
- Manage Stand Like Stone's website, social media applications, newsletters, media releases and other communication channels and the use of Stand Like Stone's logo.
- Establish and maintain a good working relationship with media personnel.

Fund Development

Objective: Increase Stand Like Stone's assets and sponsors.

Responsibilities:

- Develop and implement a fund development plan to increase Stand Like Stone's assets and strengthen the impact of Stand Like Stone in meeting local charitable needs



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- With the Board, develop and make the case for support, seek out new funds to build Stand Like Stone's assets, identify potential prospects, liaise with donors and potential donors, building and maintaining strong relationships.
- Work with the board to implement policies and programs to define the establishment of sub funds and flow through funds.
- Develop and maintain relationships with professional advisors to encourage consideration of Stand Like Stone in estate plans and planned giving.
- Plan and manage fundraising and sponsorship activities and events, including identifying new opportunities.
- Prepare and distribute Stand Like Stone's annual sponsorship proposal.
- Manage existing partnerships and identify and develop new partnerships.

Grant Making and Scholarships

Objective: Manage Stand Like Stone's grant making and scholarship programs and other giving activities.

Responsibilities:

- Ensure appropriate grant making and scholarship policy and procedures are developed and maintained and appropriate due diligence and compliance is undertaken on all grants and scholarships.
- Promote grant making and scholarships to the community and stakeholders and liaise with organisations and individuals in their applications, grant agreements and acquittals.
- Support sub funds with their philanthropic giving and engage in strategic co-funding and collaborative funding opportunities.
- Understand the needs and opportunities in the Limestone Coast to ensure informed grant making and positive impact.

Financial Management

Objective: Effectively manage the budget and finances of Stand Like Stone.

Responsibilities:

- Manage the financial operations of Stand Like Stone, ensuring policy, procedure and legislative compliance, expenditure is within budgetary and delegation limitations and accurate financial records are maintained.



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- Work with the Investment Advisory Committee and investment managers to maximise the performance of Stand Like Stone's investments as well as protect it from adverse action.
- Develop and apply the annual budget in consultation with the Board, provide advice on budgetary and delegation limitations and identify areas where Stand Like Stone can operate more efficiently.
- Identify and seek external funding to support the achievement of Stand Like Stone's strategic plan and administer and acquit all project funds, such as the Stay at School and Back to School programs.

Human Resource Management

Objective: Effectively manage the human resources of Stand Like Stone.

Responsibilities:

- Develop and lead a high performing and motivated small operations team, setting goals, creating and sustaining a culture of innovation and enablement, providing direction and advice underpinned by the values and philosophy of the organisation.
- Promote and foster a positive culture of risk management and work health & safety.
- Review and provide advice to the Board on the operational structure and recruitment and selection.
- Manage and implement HR policies in consultation with the Board and ensure that all legislative obligations are met.
- Effectively manage staff induction and performance, ensuring the completion of probation and performance reviews and the updating of position descriptions.

Advocacy

Objective: Aiming for an optimal operating environment for Stand Like Stone and community foundations, to promote effective philanthropy.

Responsibilities:

- In alignment with the strategic plan, undertake advocacy activities in accordance with the values and philosophy of the organisation and community foundations generally.
- Participate in the Community Foundation network and other networks as appropriate.



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- Build strategic partnerships with organisations and individuals that will assist Stand Like Stone and community foundations to meet desired policy agenda outcomes.
- Provide leadership and support for policy, strategy and advocacy at a state and national level.

KEY SELECTION CRITERIA

The Chief Executive Officer should have a combination of skills, qualifications, experience and personal attributes that enable them to provide a high standard of service to the Board and stakeholders including:

Essential

- Ability to achieve the position objectives and perform the position responsibilities
- A passion for community development and the growth of local philanthropy
- Proven ability to gain the trust of the community and to maintain confidentiality
- Highly developed communication (written and verbal), negotiation, influencing and relationship building skills, able to convey Stand Like Stone's message to a wide audience and stakeholders
- Ability to think strategically and effectively manage the detail
- Effective leadership and staff management skills, able to provide advice and guidance
- Proven ability to work independently and as a member of a team, manage own performance and work under broad direction using initiative to achieve outcomes, formulate, implement, monitor and evaluate projects/programs
- Strong work ethic with demonstrated time management skills, capacity to plan, organise and meet changing priorities and objectives
- Financial management skills gained through practical experience, qualification or personal development
- Highly developed computer literacy including the Microsoft Office Suite
- Current "C" class driver's licence

Desirable

- Knowledge and understanding of legislation requirements as they relate to community foundations, philanthropy, charities and not for profit organisations
- Knowledge of the financial environment for a NFP, including compliance, reporting and legal issues
- Demonstrated interest in regional issues.