



Stand Like Stone

Inspiring kindness and courage

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, educational scholarships and other charitable purposes.

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, subject to Board requirements.
Probationary Period:	6 months
Salary Package:	\$120,000 pa plus superannuation (pro rata) with an allowance provided for the use of personal equipment and expenses incurred as agreed with the Board. Salary will be negotiated dependent upon experience. (Subject to ongoing funding).
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. 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 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

Reporting to the Board, the Chief Executive Officer is responsible for:

- driving the strategic vision and community impact
- championing Stand Like Stone's mission
- ensuring the organisation is a trusted and effective leader in fostering community development
- ensuring operational excellence of governance, fund development, donor services, grant making, financial management, communications and marketing



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Board Relations and Organisational Planning

Objective: Strategic leadership

Responsibilities:

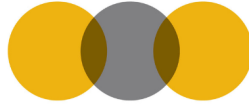
- Provide visionary leadership, working with the Board to develop and execute strategic priorities, and ensuring alignment with the vision, mission and values.
- Collaborate with the Board to develop, execute and evaluate Stand Like Stone's Strategic Plan and annual workplans.
- Inspire participation in Stand Like Stone by building and maintaining effective relationships and partnerships with Directors.
- In liaison with the Chair, develop and coordinate Board members training and induction.
- Other duties as assigned by the Board of Directors.

Marketing, Communications and Community Engagement

Objective: Actively engage donors, the community and other stakeholders

Responsibilities:

- Inspire participation in Stand Like Stone by building and maintaining effective relationships and partnerships with stakeholders. Stakeholders includes committees, volunteers, existing and potential sub fund holders, donors and sponsors, applicants, recipients, key regional bodies, community groups, other philanthropic bodies, businesses and government.
- Achieve increased community awareness and understanding of Stand Like Stone's brand, impact and purpose by representing Stand Like Stone at events and participating in activities that build Stand Like Stone's profile and networks.
- Develop and implement a strategic communications and marketing program to build awareness, engagement and interest in Stand Like Stone ensuring that relevant, current and inspiring content is on the website, social media applications, newsletters, media releases and other communication channels.
- Promote giving and grant making and scholarship opportunities to the community and stakeholders.
- Manage the use of Stand Like Stone's logo.



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Fund and Donor Development

Objective: Increase Stand Like Stone's assets

Responsibilities:

- Develop, implement and lead innovative fundraising strategies to secure and diversify funding streams to increase Stand Like Stone's assets and impact.
- Identify potential prospects, liaise with donors and potential donors, professional advisors and other stakeholders to build and maintain strong relationships.
- Support sub funds to achieve their philanthropic goals.
- Lead fundraising and sponsorship activities and events, such as Swinging with the Stars, and identify new opportunities.
- Look for and act on initiatives where Stand Like Stone can play a leveraging, co-funding, collaborative or lead role within the community and develop mutually beneficial partnerships.

Grant Making, Scholarships & Philanthropic Activities

Objective: Stand Like Stone's grant making and scholarship programs and other philanthropic activities align to the strategic vision

Responsibilities:

- Understand the needs and opportunities in the Limestone Coast to ensure informed giving and positive impact.
- Drive and develop the giving programs of Stand Like Stone, identifying opportunities for partnerships and activities that will increase impact and promote the growth and sustainability of the communities within the Limestone Coast.
- Drive and develop philanthropic activities for Stand Like Stone. Identify opportunities for activities and partnerships that will be beneficial to the communities of the Limestone Coast.
- Oversee grant and scholarship programs, ensuring policy and procedures are developed and maintained and appropriate due diligence and compliance is undertaken.



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Advocacy

Objective: Cultivate effective philanthropy for Stand Like Stone and community foundations

Responsibilities:

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

Governance & Legislative Compliance

Objective: Ensure Stand Like Stone meets its statutory and trustee obligations

Responsibilities:

- Work closely with the Board to ensure robust governance and the effective execution of strategic goals.
- 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.
- Review legislative and Australian Taxation Office (ATO) amendments that are relevant to Stand Like Stone operations and make recommendations to the Board.
- Ensure accurate agendas and minutes are prepared and distributed, meeting Board and legislative requirements.
- Provide accurate, timely and transparent reports on the organisational performance, financial health, emerging risks and implementation of the Strategic Plan.
- Ensure policies, procedures, corporate databases and registers are in place, accurate and compliant with legislation allowing Stand Like Stone to function in an ethical, legal, and efficient manner.
- Ensure the timely preparation and distribution of Annual Reports, reports to sub fund holders and donors and other reports to external bodies as required.



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Operational Excellence

Objective: Effectively and efficiently manage resources to achieve Stand Like Stone's purpose

Responsibilities:

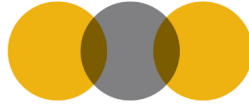
- Increase sponsor revenue by building relationships with businesses and preparing and distributing Stand Like Stone's annual sponsorship proposal.
- Develop the annual budget and identify areas where Stand Like Stone can operate more efficiently.
- Identify and seek external funding to support Stand Like Stone operations and activities and the achievement of Stand Like Stone's strategic plan.
- Implement systems and processes to enhance organisational governance, efficiency and effectiveness.
- Oversee financial management, ensuring policy, procedure and legislative compliance, expenditure is within budgetary and delegation limitations and accurate financial records are maintained.
- Support 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 lead a high performing small operations team, creating and sustaining a culture of collaboration, innovation and accountability, ensuring all legislative obligations are met.
- Foster a high-performing and inclusive work culture. Support the development of a strong, motivated, efficient and skilled team.
- Promote and foster a positive culture of risk management and work health and safety.

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, community and stakeholders including:

Essential

- Exceptional work ethic and positive energy
- 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 inspire and influence a wide range of audiences.
- Advanced communication (written and verbal), negotiation, influencing and relationship building skills, able to convey Stand Like Stone's message to a wide audience and stakeholders
- Proven ability to think innovatively and strategically and to identify and develop solutions



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- Ability to effectively lead, manage and work in a complex and changing environment
- 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
- Strong work ethic with demonstrated time management skills, initiative, capacity to effectively manage multiple projects simultaneously, effectively prioritizing achieving changing priorities and objectives in a timely manner
- Demonstrated ability to develop and implement effective communications and engagement strategies
- High level of financial literacy and acumen
- Highly developed online and computer literacy
- Current “C” class driver’s licence

Desirable

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