

Executive Director

Job description



- Leading the development and management of CFNZ, the membership organisation for Aotearoa's 17 Community Foundations
- Support the Board in delivering on the mission and implementing the strategic plan and budget
- Strategic partnership development and management
- Revenue stream development and growth
- Leadership of capacity building development across the network
- Advocacy with government and the philanthropic sector
- Collaborating with the Marketing and Membership Services Director to:
 - Identify strengths and potential areas for improvement across the network
 - Coach and strengthening relationships across our network
 - Provide on the ground support for members
 - Manage events, including annual conference
- Organisation risk management
- Budget development and financial management, including financial reporting
- Identify and develop policies and systems required for a growing organisation
- Human resources management for a growing team
- Report to the Board on a regular basis.

Key relationships:

CFNZ Board and staff

Philanthropy NZ

Philanthropic funders

Strategic partners – corporate and philanthropic

Volunteer and charity sector

Government

Expertise desirable for this role:

- Understanding of both the international and the NZ Community Foundations sector
- Sound knowledge of best practice in Board governance and strategic planning
- Experience on a volunteer board
- Senior leadership and decision making experience
- Strategic partnership development expertise
- An understanding of high-level advocacy
- Knowledge of major gifts and bequest fundraising
- Understanding of current best practice in grant-making
- Ability to roll up sleeves and work across all levels of a fast-growing organisation
- Critical thinker with problem-solving skills
- Excellent team player
- Excellent time-management skills
- Proficiency in MS Office and database software

Who we are looking for:

You must have:

- A real passion for CFNZ's vision of growing community philanthropy and creating real transformative community impact
- Significant relevant experience – in senior management, fundraising, governance and/or grant making
- Understanding of the issues faced by the diverse range of communities in NZ, including funding challenges and investment opportunities
- A commitment to honouring the principles of Te Tiriti o Waitangi
- Outstanding people skills: the ability to influence, network, and build alliances
- Confidence to engage with governance boards, build long-term relationships, and to persuade and influence decision-makers
- A strong team spirit and open and collaborative instincts – you will be working closely with many member colleagues across NZ
- Excellent interpersonal, communication and presentation skills
- Well-developed facilitation and diplomacy skills
- Strong strategic thinking ability
- A can-do approach: a self-starter with drive and initiative
- Comfort working remotely in a growing and evolving organisation – a willingness to be flexible, identify emerging opportunities, adapt the role, manage projects simultaneously, and meet deadlines
- A current full driver's licence

The fine print

Terms of employment: Contract, part-time (.75 FTE equivalent, flexible weekly hours to suit). CFNZ is a growing and evolving organisation responding to members' needs.

Location: The location is flexible – whilst we prefer Wellington, we will consider applicants from anywhere in NZ. You will mainly be working remotely – from your home, or wherever you choose.

You will travel across NZ on occasions to work with boards and teams and you will join the CFNZ team for strategic planning sessions in Wellington twice a year, including at the CFNZ conference (planning sessions in 2021 are scheduled for June 8th and at the CFNZ conference, 21-23 September).

Contract pay: This is a contract role, for 30 hours per week, pro rata FTE \$120-125k p.a, initially for a fixed term of 12 months, with potential to extend the role and with good future earning capacity for the right candidate.

Performance Review: After 3 months the board will want a review to ensure mutual success and goals are clear and achievable.

Right to work requirements: We are only able to consider applicants who are eligible to work in New Zealand. We are committed to ensuring that every New Zealander has an equal opportunity to work and promote a culture that supports, encourages and celebrates diversity.

Application process

Email raymondjkey@gmail.com and attach your CV and cover letter.

Your cover letter should set out:

- What is your 'why'? What has motivated you to apply for this role? Why are you interested in this sector?
- Explain how your experience will enable you to lead this organisation.

Interview process

Our application pool will be shortlisted and 2 interviews will be conducted, including a presentation.

- Applications close on Thursday 8th April
- Week of 12th April first interviews
- Week of 19th April second interviews, including candidate presentation
- Appointment will be made week of 26th April, position to start in June 2021 (earlier if possible).

Any questions?

If you have any questions about this role, please contact Board Chair Raymond Key - raymondjkey@gmail.com or Membership and Marketing Director Eleanor Cater eleanor@communityfoundations.org.nz

See more about our work at www.communityfoundations.org.nz

If you've read this far and decided not to apply, please feel free to share this job description with someone else in your network who you think might be a good fit for this role. Thank you!