

Advance Ashburton Community Foundation

Executive Officer

Are you looking for an inspiring job where you can make a real difference?

Advance Ashburton Community Foundation (AACF) is a charitable trust founded to benefit the Ashburton region. Our aim is to make positive and real change for the people and projects in our community by connecting generous people who care with causes that matter. Since its establishment, the Foundation has distributed \$6.4 million to our community.

We have an exciting opportunity for a new Executive Officer to lead the organisation's growth and enhance the work we are doing throughout Mid Canterbury.

In this role, you will provide leadership and management to our small team of staff and volunteers and work closely with the Board of Trustees to realise AACF's vision of a dynamic and responsive charitable organisation.

Reporting to the Board Chair, this 35 hours-per-week role, based in Ashburton, will:

- Build and nurture relationships with current and potential donors
- Build and nurture relationships with existing, and identify future, worthy recipients and causes in our community
- Actively promote AACF to our community

The successful applicant must have a genuine interest in charitable giving and the Ashburton region, be a strong leader and communicator, able to build strategic relationships with the community and display a high level of integrity.

If you are passionate about making a real difference to our community please send your CV and cover letter to:

The Chair
Advance Ashburton Community Foundation
chair@advanceashburton.org.nz

Applications close September 26

A position description and application form are on our website: www.advanceashburton.org.nz

POSITION DESCRIPTION

Job Title:	Executive Officer
Reports to:	Chair Advance Ashburton Community Foundation (AACF)
Direct Reports:	Finance Manager Administration Assistant
Key Relationships:	Board of Trustees Donors / Sponsors Professional Advisors Members of Public Personnel (staff and volunteers)

Date: August 2022

PURPOSE OF POSITION

The Executive Officer is responsible for providing organisational leadership and general management of AACF to ensure positive, productive relationships and outcomes that meet the goals and mission of the Foundation.

KEY ACCOUNTABILITIES

Board Relationships

- Work collaboratively and cooperatively with the Board.
- Communicate openly, proactively, and transparently to keep the Board fully informed.
- Seek and take guidance and instruction from the Board.
- Support the Board in the delivery of the Foundation's mission.
- Fully commit to the role of the independent board and recognise the value of a Board comprised of individuals with skills and perspectives that are distinct from, and complementary to, his/her own

Donor /Sponsor Relationships

- Proactively seek to increase the number of new donors, named funds, amount of funds bequeathed and donations each year in line with the AACF Strategic Plan.
- Identify and develop positive and productive relationships with current and potential donors and sponsors and record details.
- Develop and maintain appropriate level of personal, team and volunteer contact with donors.
- Ensure a potential donor list is regularly developed, assessed, and updated.
- Maintain on-going relationships with professional advisors.
- Establishes and maintains a good relationship with Grant recipients
- Oversees the promotion of granting rounds
- Assists Board in assessing the needs in the community.

Public Relations

- Proactively seek opportunities to serve as a spokesperson for, and to promote, the AACF to further its goals.

- Build and maintain good relationships with stakeholders who have an integral role in shaping the future of AACF.
- Be responsible for all media communications, marketing and relevant publicity for AACF.

Organisational Leadership and General Management

- Oversee the continual implementation of the current strategic plan.
- Lead the preparation and delivery of the annual budget and report back to the Board monthly.
- In conjunction with the Finance Secretary, report the overall performance of AACF, including investments, distributions, administrative, fiscal and cashflow responsibilities.
- Ensure the Board remains up to date of key concerns, issues, events and opportunities within and concerning AACF, including the maintenance of a Risk Management Plan.
- Ensure the Board is aware and up to date of ongoing trends in the Community Foundation sector, in particular the Community Foundation of New Zealand, and philanthropy in general.
- Attend all Board meetings and prepare the required Board reports and documentation.
- Annually review the scholarship round, make recommendations to the Board for improved systems or remedies for deficits identified.
- Lead, manage and mentor a highly effective team focused on achieving excellence and meeting or exceeding performance targets.
- Lead an open and participative team culture consistent with the vision and values of AACF.
- Ensure the effective implementation and efficient operation of human resources management systems and policies.
- Maintain a positive healthy and safe work environment through proper health and safety systems in place and enforced.
- Ensure, in collaboration with the Board, staff are properly selected, supported and guided, and their professional development is nurtured.

COMPETENCIES - ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position, the Executive Officer shall have and be able to consistently demonstrate the following attributes and behaviours:

- Demonstrates personal energy, integrity, tact, trust, always acts ethically and leads by example.
- Welcomes and fosters interaction with others.
- Has an awareness of community needs and has, or the ability to develop, good community networks.
- Questions the status quo and proposes solutions to problems.
- Works well independently and as part of a team.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position, the Executive Officer shall have and be able to consistently demonstrate the following:

- Leadership
- Understanding of community issues.
- Knowledge or experience in donor and/or sponsorship programmes.
- A demonstrated genuine interest in charitable giving and the Ashburton region.

- Experience in working with a Board, developing strategy and providing advice and having an understanding of good governance principles.
- Skills across a broad range of management competencies, including financial, communications, human resources and stakeholder management.

PERFORMANCE MEASURES

- Deliver on key strategies
- Co-ordinate the approval of the strategic plan.
- Delivery of budget figures, specifically 'operations'.
- Positive feedback from Board, Team Members, and donors.

August 2022

EMPLOYMENT APPLICATION FORM



Thank you for your interest in a position with Advance Ashburton.

To help us understand some important factors about you, please complete the following questions. Once completed please include the form with a covering letter and current curriculum vitae in your application.

We look forward to receiving your application.

Name (Legal)	
Are you known by any other name? Please state.	
Residential Address	
Post code	
Email Address	
Home Phone	Mobile
Are you legally entitled to work in New Zealand? (circle)	YES / NO
* If YES, please select (circle)	NZ Citizen / Permanent Resident / Work Permit *
* If on a WORK PERMIT, please provide permit type and expiry date.	

Do you hold a current driver's licence?	YES *	NO
* If YES please select (circle):	FULL	RESTRICTED
	LEARNERS	INTERNAT - IONAL
Have you ever been disqualified from driving?	YES *	NO
Are you awaiting the outcome any charges which may result in demerit points being issued against your license?	YES *	NO
Do you currently have any driving demerit points?	YES *	NO
<i>All positions at Advance Ashburton involve computer work and sitting at an office desk.</i>		
Have you had any injuries, which may affect your ability to perform the job for which you are applying? ¹	YES	NO
Have you ever suffered from Repetitive Strain Injury (RSI) or Occupational Overuse Syndrome (OOS)?	YES *	NO
Do you have any general condition (mental health or otherwise), disease or health issues that could impact on your ability to carry out the type of work you are applying for?	YES *	NO
Do you have any illness or infectious diseases which could create a risk to others in the vicinity of the workplace, or which could be aggravated by the working environment?	YES*	NO

As you are being considered for a position that requires a great deal of trust and confidence, please advise whether you have ever been convicted of any criminal offence that involved fraud, dishonesty or acts of assault or violence, or are you awaiting the hearing of charges relating to any such criminal conviction?	YES*	NO
Have you ever brought a personal grievance against a previous employer?	YES*	NO
If your application is successful, when could you start?		
What hourly rate would you consider appropriate for the position and skill/experience?		
* If YES to any of the above questions, please provide specific details		

Please provide details of two people who we can contact for a reference.

Ideally these two people should be your current and/or previous managers and within the last 5 years. If you have not been in paid work before, or for a number of years, please provide a suitable alternative – e.g. someone with whom you have served on a committee, your teacher, your clergyman.

Name of Referee 1

Their Current Position

Organisation

Your Relationship to this Referee (e.g. my former Manager at XYZ Ltd)

Work Phone

Mobile:

Name of Referee 2

Their Current Position

Organisation

Your Relationship to this Referee (e.g. my former Manager at XYZ Ltd)

Work Phone

Mobile:

Please read this section carefully and sign:

I understand that the information I have supplied on this application form is to assess my suitability for employment with Advance Ashburton.

I hereby authorise Advance Ashburton Community Foundation to contact the aforementioned referees to obtain information about me in the form of personal and employment related references.

I acknowledge that I have read, understood and agree to the above conditions.

I declare to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

Signature:

DATE:

Thank you for applying to Advance Ashburton Community Foundation.

September, 2022