

Application

Bass Coast Community Foundation Executive Officer

The Bass Coast Community Foundation is seeking to recruit a part-time Executive Officer. Applications responding to the attached position description and selection criteria are to be emailed to info@bccf.org.au by 14th March 2022.

For further information or enquiries contact the Chair, Phil Friedlos phil.friedlos@bccf.org.au
ph : 0415 180 175.

Recruitment process will include:

- Shortlisting of applicants
- Panel interview of shortlisted applicants
- Presentation by preferred candidates to the board
- Identification and offer to preferred candidate

Executive Officer Position Description

The Organisation

The Bass Coast Community Foundation is a local charitable organisation. It was founded in 2002 in response to a growing need for a sustainable source of funds for community projects. It operates exclusively within the Bass Coast Shire and is governed by a voluntary Board of Directors.

The Foundation aims to:

- Strengthen communities, increase resilience, well-being and opportunities for Bass Coast residents;
- Identify and address inequities and disadvantage through evidence based early intervention; and
- Maintain a sustainable corpus to fund programs our community needs.

The Board, through the work of the executive officer, acts:

- As a vehicle for philanthropy raising funds – acquiring grants and receiving donations;
- As a local grant maker – distributing funds to local people and organisations; and
- As a community leader – partnering with others to identify needs and take action that strengthens the community.

The Position

The Executive Officer (EO) role has overall operational responsibility for the promotion, delivery and administration of the Foundation's business and philanthropic programs. The EO role implements the strategic direction set by the Board, with a focus on the expansion and execution of the mission and strategic plan. This activity includes proactively fundraising from donors and grants from other philanthropic sources.

The role provides professional and administrative support to the Board.

Responsibilities

Fundraising and Communication

- Build the corpus through expanding revenue generating and fundraising activities;
- Build increased community awareness and understanding of the brand and purpose of the Foundation; and
- Identify and develop new fundraising opportunities for the Foundation. This includes working with individual existing and potential donors, businesses and collaborating with other philanthropic foundations to obtain grants and joint venture initiatives.

Leadership and Management

- Ensure the Foundation maintains sound governance practices, fulfills its statutory and compliance obligations outlined in the Foundation's Constitution and that the Foundation meets all of its legal obligations as a philanthropic foundation and registered charity;
- Work to an agreed annual work program which will involve managing the specific projects and activities to achieve the strategic plan objectives.

- Implement tools and processes to monitor, report on, and ensure impact of programs and/or projects to ensure that the resources of the Foundation are being used for the purpose they have been allocated;
- Prepare reports and associated communication to ensure transparency and accountability of the board and EO to funders, donors and other stakeholders so our community is well informed about the foundation's activities, who/what the Foundation is supporting and how foundation funds are directed for the benefit of the Bass Coast Community;
- Actively engage and energise the Foundation's donors, volunteers, partnering organisations and funders through effective community engagement and philanthropic business development activity.

Administration

- Undertake the effective and efficient administration of the foundation's operations;
- Identify opportunities for the continuous improvement of organisational and operational systems and, where/as appropriate, take action to ensure these improvements are made to improve the performance of the organisation;
- Provide the Board with timely reports and other information that assist members to fulfil their duties; and
- Assisted by the foundation's bookkeeper, maintain records and prepare financial reports using MYOB for the board on a monthly basis.

Relationships

Internal

The Executive Officer reports and is supervised by the Chair of the Bass Coast Community Foundation Board. Because the Foundation is a small organisation, the Executive Officer collaborates and works closely with all of the Directors and Chairs of Committees.

External

To be effective in their role, the Executive Officer must be able to engage with and build effective relationships with key philanthropic organisations, regional and government bodies, community groups, grant recipients, donors, businesses and other bodies across the Bass Coast region.

The EO will work with the Foundation's bookkeeper, auditors and when necessary with oversight organisations such as ACNC and ATO.

Key Selection Criteria

The following key selection criteria are to be met:

- A track record in marketing and business development with the ability to apply this experience across all sectors of the Bass Coast stakeholder community;
- Proven public communications ability including public relations and fundraising experience with the ability to engage the wide range of stakeholders and diverse cultures that comprises the Bass Coast;
- The ability to maintain and develop operational systems, that result in the effective administration of an organisation;
- Capacity to provide the Board with advice and relevant information that ensures good governance of the organisation;

- Have a collaborative, outcome focused work style with the capacity to bring together people from wide backgrounds and with various degrees of knowledge and skills to achieve project and strategic objectives;
- Excellent written and verbal communication skills – a persuasive and engaging communicator;
- The ability to work collaboratively with a diverse group of people;
- Be able to show a working understanding of the philanthropic and community development sectors;
- Demonstrated ability to develop, in collaboration with the Chair, and deliver work plans that achieve strategic and financial goals of an organisation. This includes the capacity to achieve agreed KPI's, set realistic work and project goals and to work with a volunteer board of directors in a small Foundation where resources are limited; and
- Be a highly motivated, self-starter with high integrity with a proven capacity to be very productive in a working environment where there is minimal supervision.

Desirable Attributes and Knowledge

- Action orientated, energetic, entrepreneurial and adaptive individual who is equally comfortable operating in a solo and team environment depending on the needs of each task/project;
- Self-sufficient in any operating environment (i.e. not reliant on “large corporate” support services;.
- Knowledge of Bass Coast regional and local community issues and organisations.
- Knowledge of the role and function of Community Foundations;
- Competent user of Microsoft Office and Productivity Tools, MYOB (or similar accounting packages) and virtual meeting software;
- Social media, communication and brand development skills;
- Capacity to hold a clear police check and working with children clearance; and
- Have a drivers licence and own transport.

Special Conditions

Hours of Work

The position is for 24 hours per week to be delivered during normal working hours except for monthly Board meetings which are held in the evening. Some weekend work may be required on occasions, to be agreed with the incumbent. Board meetings are currently held on the third Monday of each month from 7.00pm – 9.00pm.

Location

The Executive Officer will work from the Foundation's office located in Wonthaggi but is expected to have their own car and travel as required for the Bass Coast Community Foundation work when necessary.

Tenure

The Executive Officer will be offered a performance-based contract.

Salary

Remuneration will be consistent with the successful applicant's skills, qualifications, knowledge, and industry standards.