

## Chief Executive Officer

**Type:** Permanent Part time, 30+ hours per week, Monday to Thursday

**Location:** 410 Church Street, North Parramatta

**Reports to:** The Board

### About Down Syndrome NSW

Down Syndrome NSW (DS NSW) champions the right of people with Down syndrome to have the same access to society as everyone else. This means the right to health, education, work, family and being part of the community.

We achieve this by supporting people with Down syndrome, their families and carers to be part of a strong and vibrant community that is informed, engaged and active.

DS NSW is an independent, not-for-profit organisation that was established in 1980 by parents of children with Down syndrome.

We provide

- A dedicated information and referral service for families and professionals
- Peer to peer support to families at all life stages
- A library resource centre housing the largest collection of information and resources about Down syndrome in Australia
- Workshops and community events for members
- Professional development and training for education and health professionals
- Representing the interests and needs of people with Down syndrome at state and federal levels
- A voice for people with Down syndrome and their families in public discourse and policy development
- Social networking and self-advocacy opportunities for adults with Down syndrome.

DS NSW is a member of Down Syndrome Australia, a federation of eight State and Territory associations which represents the interests of our constituency at a national level.

## The Role

We are currently seeking a highly skilled Chief Executive Officer to help shape the Association over the coming years and prepare the Association for the coming significant changes in the disability sector.

Down Syndrome NSW is currently in a state of transition. From the strategic planning level right down to day to day operations, policies and procedures, we require a skilled practitioner to execute the mission of the Board, establish the strategic direction, develop new business opportunities and re-vamp essential services and operations.

## Key Accountabilities

### Strategic

- Provide vision, direction and leadership in the implementation of the Association's strategic mission and objectives.
- Grow the influence of the Association.
- Support and lead the Association into a dynamic period of sustainable financial growth by identifying and implementing new strategic initiatives and funding opportunities.
- Lead and develop the culture of the Association to ensure the high performance of a cohesive team that is both innovative and accountable.
- Create a culture of innovation in the face of rapid change.

### Development

- Lead, in conjunction with the Board, the development, implementation and monitoring of the Strategic Plan and the mission.
- Provide high quality strategic advice to the Board on growing the Association and investment of revenue.
- Identify and take advantage of advocacy opportunities.

### Program and Stakeholder Management

- Lead the shift to an outcomes-focused approach to help secure funding and to help improve the capacity to achieve positive change for stakeholders.
- Lead the Association's strategic programs to achieve the mission, ensuring strategic alignment and maximising the use of financial and social capital.
- Continue to build the stakeholder base that supports the work of the Association, seeking greater collaboration and engagement towards shared goals.

- Lead Down Syndrome NSW's advocacy activities including maintaining and developing relationships with relevant Government departments, with parliamentarians, professionals and other significant decision-makers.
- Continue to build and engage the support community of the Association as they invest their time and money in helping to achieve the Association's mission.
- Represent the Association in the public domain and attend all key events.

### Organisational Management

- Take responsibility for the effective operation of Down Syndrome NSW, including all aspects of staff management, recruitment and retention.
- Initiate and implement approved policies and procedures, including internal practices, management of staff and volunteers, risk management and event co-ordination and operations.
- Take responsibility for the preparation of annual budgets, forecasts and financial reports, with the support of the team, for presentation to the Board on organisational performance.
- Manage the budget approved by the Board and monitor budgets and forecasts against performance.
- Provide leadership to staff, including direction and support (both paid and volunteer).
- Set KPIs and performance reviews for staff in accordance with strategic priorities.
- Oversee the effective communication processes with volunteers, donors and other stakeholders. Oversee the brand, marketing, events, communications and public relations plan.
- Remain aware of Government policy directions, changes and details and make appropriate recommendations based on these.
- Liaise with Government, disability peak bodies and community organisations in time with the Association's mission and any prioritised areas of issue and concern.

### Financial Sustainability

- Utilise existing and new networks to grow revenue for Down Syndrome NSW.
- Develop a financially sustainable business plan consistent with the Board's strategy.
- Establish a diversified funding strategy including, but not limited to corporate partners, third party contracts, philanthropic trusts and foundations and high net worth individuals.
- Provide leadership in developing fundraising strategies, targets and plans with staff and the Board of Directors.
- Oversee the team's fundraising activities through events, grant applications and engagement with corporates, government and high net worth individuals.
- Develop and manage a risk management plan for the Association.

## Governance

- Manage the affairs of the Down Syndrome NSW in accordance with agreed objectives and policies.
- Build the Association with appropriate regard to corporate, structural and governance standards.
- Manage all functions of reporting to the Board and attend all Board meetings as required.

## Skills, Knowledge & Expertise

- Commitment to the principles of participation and inclusion of people with disability.
- High level of emotional intelligence and interpersonal communication skills.
- Highly developed people and change management skills.
- Demonstrated awareness of the issues surrounding the disability sector and government funding. Proven track record of experience at the CEO or senior leadership level, including strategic development.
- Proven experience in fostering Government or similar industry relationships.
- Demonstrated experience in making formal and informal presentations to professional bodies, philanthropists, patients and other stakeholders, including senior business professionals.
- Experience and understanding of processes for ensuring and monitoring accounts, financial records, management accounts and cashflow functions.
- Solid marketing skills, including handling the media and managing communications and PR campaigns.
- Whole system change capability, including CRM database.
- Demonstrated understanding of good governance practice and ability to work effectively with a Board.
- Knowledge of NDIS and similar issues.
- Tertiary qualifications in business, management or related field.
- Knowledge in application of outcomes-focused approaches.