

Hand Heart Pocket

Chief Executive Officer – Position Description

Background

Hand Heart Pocket – The Charity of Freemasons Queensland is an independent Foundation founded by the Freemasons of Queensland with a history of community support spanning more than 110 years. The Foundation provides sustainable support state-wide and locally across Queensland where there is limited access to other funding, giving a hand up where it is needed most. The work of the Foundation is driven by a purpose to build on the legacy of Freemasonry to empower, support and enable humanity in an ever-changing world.

Role Summary

The CEO is accountable to the Board and responsible for the effective implementation and achievement of the organisation's strategic and business plans; ensuring such plans provide community impact and financial sustainability well into the future. The CEO will be responsible for building operations and culture to underpin growth whilst developing and sustaining critical relationships with key internal and external stakeholders. Key to success will be building and retaining a high-performance team that can ensure Hand Heart Pocket continues to progress towards becoming one of Queensland's leading charitable organisations.

Key Responsibilities

Strategic

- Provide strong, clear, and visionary leadership to engage and inspire all stakeholders around Hand Heart Pocket's purpose.
- In consultation with the Board, develop, implement, and review Hand Heart Pocket's overarching strategy and ensure operational plans are developed to deliver on impact-related, financial and performance objectives.
- Take responsibility for the management of Hand Heart Pocket's financial budget and position to ensure short term goals are balanced with long term sustainability.
- Lead a small team and work with the Board to enable both individual and collective contributions are made in support of the organisation's mission, and to promote a positive team culture.

Operational

- Ensure effective and efficient functioning of the organisation and all its operating divisions and ensure clarity around each team's accountabilities.
- Ensure the appropriate people and culture structure, policies and practices are in place and reviewed, and aligned to the organisations values, strategy, and regulatory requirements.
- Ensure a relevant and robust marketing / communication strategy, including an internal communications strategy, is developed, implemented, and monitored.
- Create and sustain a positive organisational culture of community, commitment, and creativity.

Financial and Legal

- In partnership with the COO, develop all annual operational budgets for Hand Heart Pocket.
- Ensure knowledge and oversight of the Foundation's investment portfolio.
- Ensure the appropriate management of income and expenditure against targets as set in the budget and hold ultimate responsibility for all financial matters within the organisation.
- Maintain high standards of financial accountability and management practice at all times.
- Oversee the corporate governance, compliance and legislative requirements of the organisation including annual returns, annual reports, annual general meetings, risk management and representation in accordance with the governing bodies (ACNC, ATO, ASIC).

Stakeholder Engagement

- Ensure the Board and members are kept informed of strategies, policies, and direction.
- Maintain and further develop good working relationships with grantees, partners, charities, Government (where appropriate) and relevant peak bodies.
- Ensure knowledge and insights (internally and externally collected) are shared with the Board and team.
- Represent Hand Heart Pocket proactively in dealings with members, community, partners, grant recipients, potential and existing business partners, and other bodies and individuals as required.
- Work with internal and external consultants as required.
- Commit to keeping up to date with philanthropic trends across Australia and the world to ensure best practice, shared learnings and thought leadership opportunities.

Impact

- Ensure the development and oversight of the Foundation's funding criteria, giving methodology and measurement framework.
- Ensure the Foundation's theory of change is relevant, meaningful, understood and embedded across the organisation.
- Oversee research into the opportunities and challenges across the Foundation's cause areas and provide advice to the Board on relevant funding opportunities.
- Ensure the appropriate processes are in place to critically assess potential grant recipients and collaborative partners.
- Ensure the development and implementation of a system to monitor and evaluate funding commitments.

Personal Requirements

The following skills and competencies are required to effectively perform this role:

Experience

- Organisational and people leadership.
- A good understanding of the philanthropic and for-purpose landscape, players, trends, and structures in Australia.
- An understanding of all activities relating to grant making including due diligence, funding, partnering, measuring, and evaluating.
- Experience of managing multiple, diverse, and complex stakeholder relationships.
- A degree in a relevant discipline is desirable, but not required.

Skills

- The ability to ask strategic questions.
- The ability to operate in a growth environment.
- The ability to make recommendations and provide guidance.
- Experience in mentoring team members.
- Capability in relevant technology / software solutions and platforms.
- Strong interpersonal and communication skills.

Behavioural Skills

- One who conveys a professional and positive image and attitude regarding the work of the Foundation and philanthropy.
- A team player with a flexible and collaborative approach.
- Ability to manage a high workload, in a changing environment.
- Ability to make commercial decisions.
- Advocacy skills.
- Display integrity and respect privacy.
- A “roll up the sleeves” attitude with a commitment to impact and results.