

## **CHIEF EXECUTIVE OFFICER, CATHERINE HAMLIN FISTULA FOUNDATION**

### **REPORTS TO: CHFF CHAIR AND BOARD**

#### **SUMMARY**

Founded almost 60 years ago, by pioneering Australian surgeon, the late Dr Catherine Hamlin and her husband Dr Reg Hamlin, Hamlin Fistula Ethiopia (HFE) comprises six fistula hospitals across Ethiopia including the world renowned Addis Ababa Fistula Hospital, Desta Mender Rehabilitation and Reintegration Centre, the Hamlin College of Midwives and more than 50 Hamlin supported midwifery clinics.

Established by Dr Catherine Hamlin in 2012, the Catherine Hamlin Fistula Foundation (CHFF) is an independent charity established in Australia to raise funds for Hamlin Fistula Ethiopia.

Today, Catherine Hamlin Fistula Foundation is the primary funder of Hamlin Fistula Ethiopia overseeing fundraising in Australia, the USA and Canada.

#### **THE ROLE**

The role of the CEO is to manage and lead CHFF staff and activities to raise funds and awareness for HFE within the Australian, USA and Canadian markets.

Reporting to and working closely in collaboration with the Board of Directors, the CEO of CHFF drives the mission and strategic direction of CHFF and leads the management team to ensure high quality and innovative delivery of all strategic objectives to achieve revenue growth.

The CEO will have the experience to manage and forge constructive relationships with the CHFF board, CHFF management team, HFE and other partners globally.

The position requires a high level of experience in fundraising and communications, ideally previously within an international organisation

#### **DUTIES AND RESPONSIBILITIES**

##### **Strategy and Operations:**

1. In collaboration with the Board, determine the strategic direction for CHFF and create annual operating plans that support the strategic direction. Provide information, advice, and counsel to the Chair of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the corporation.
2. Oversee financial management of CHFF, including the development and implementation of the annual budget, operating income and expenses, accounting and audit, tax reporting and annual report to members.
3. Manage all staff related matters including recruitment, personnel management, development and succession planning, according to authorised personnel policies and procedures that fully conform to relevant

laws and regulations.

4. Oversee all office administration, including technology, payroll, accounting, insurances and facilities.
5. Maintain a safe workplace in conformance with relevant Codes of Practice and legislation.
6. Support all activities associated with the Board of Directors, including staffing for Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
7. Administration of overall operation of CHFF, including reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled, allocating resources for greater program effectiveness and efficiency, developing organizational and administrative policies and program objectives for Board consideration.
8. Ensure a Risk Management plan is in place and reviewed quarterly by the Board's Audit & Finance Review Committee.

### **Fundraising and Communications**

9. Ensure that CHFF and its mission, programs, and services are consistently presented in a strong, positive image to relevant donors and other stakeholders.
10. Ensure integrity of CHFF's brand, key messages and source bank are maintained and updated as required
11. Oversee annual development and execution of a CHFF's fundraising plan in Australia and the USA and Canada
12. Oversee development and execution of CHFF's media and public relations strategy to maximize awareness and to grow CHFF's donor base.
13. Oversee all donor communication including brochures, social media, website, newsletters, blogs and all other donor communication.
14. Lead CHFF's major donor and trusts & foundation's acquisition program in Australia and the USA and Canada

### **Donor and Other Stakeholder Management**

15. Set and maintain standards for donor relations
16. Build and maintain good relations with:
  - CHFF's major donors
  - The CEO and other key personnel in HFE in Ethiopia
  - Other national and international authorities and partners.
  - Key persons of influence, including politicians and media personalities
  - CHFF suppliers
17. Act as liaison between CHFF and the community, building relationships with peer organisations.
18. Travel to Ethiopia as required for international partners meetings.