

Kennards Hire Foundation Chief Executive Officer Role Description

Position Description

Position	Executive Officer
Load	3 days per week, flexible hours
Reports to	Foundation Chairperson
Location	Artarmon
Salary	\$200k (prorated)

Vision of the Kennards Hire Foundation

The vision of the Kennards Hire Foundation (KHF) is to make Australia and New Zealand better places for future generations by significantly improving;

- the ability of disadvantaged young people to be independent, self-sufficient contributors to society; and
- the environment through conservation of land and species.

The primary focus of the foundation is on young people.

Purpose of the Role

The Executive Officer is responsible for the ongoing success of the Foundation and its delivery of the vision to have a meaningful impact on Australian and New Zealand communities. The Executive Officer is accountable for the Foundation's strategy, communications, operational and financial management, as well as managing key stakeholders. She/he is expected to be a leader in promoting the Foundation's purpose, approach and operating model to position it for future success. The Executive Officer will also be responsible for overseeing the engagement of Kennards Hire staff in some of the Foundation's activities.

To be successful, you will have a strong knowledge of the philanthropic landscape and different approaches to philanthropic practices. You will be skilled in communicating complex issues in a simple, persuasive manner and have strong interpersonal and people management skills.

Responsibilities

Strategy

The Executive Officer will be required to work closely with the Board and the Partnerships Manager to further develop and lead the strategic plan for the Foundation.

- Refine and articulate a clear 'theory of change' for the Foundation.
- Refine a multi-year strategic plan to drive ongoing improvement in the impact achieved. The strategy should create a distinctive position for the Foundation and enable it to collaborate more deeply with charity partners and the broader sector. It should also include clear measures against which performance can be evaluated.
- Review current partnerships and programs to improve and optimise outcomes
- Build increased collaboration and stronger alignment of Kennards Hire staff with the Foundation.

Financial management

The Executive Officer will take a proactive role in managing the financial position of the Foundation including familiarity with the Investment Committee that oversees the management of the Foundation's corpus.

- Regular dialogue with the Kennards Family Office.
- Oversee the continued improvement reporting systems and measurement of the social impact being delivered by the Foundation.
- Oversight and engagement in the preparation of annual financial and other reporting for the Foundation.

Grant making and program management

- Develop effective relationships with charity partners and the preparation of quality information to inform grant making and reporting.

- Identify and oversee the conduct of due diligence and analysis of funding opportunities to present to the Board.
- Assess charity partner outcomes to identify learnings, inform future grant making, and progress against focus area outcomes.
- Provide data and manage communication flows and processes to capture information relevant to key stakeholders.
- Conduct research and knowledge gathering activities to support the learning and development of staff and board members.

Organisational management

The Executive Officer will oversee all operational activities of the Foundation. She/he will work closely with the Executive Director, Foundation Chairperson and the Kennards Family Office Manager.

- Prepare papers and report to the Board at meetings (4 pa), as well as on an ad hoc basis as required.
- Maintain Governance and management framework.
- Ensure compliance checks and reviews are appropriately conducted.
- Accountable for risk management, supported by the Kennards Family Office.
- Performance manage Kennards Hire Foundation Partnerships Manager.

Stakeholder engagement

- Develop and support relationships and networks relevant to the goals and outcomes of the Foundation.
- Work with other funders for enhanced program outcomes and to amplify the work of grant recipients.
- Foster and support Kennard family member involvement with philanthropy through site visits, volunteering activities and other engagement with charity partners.
- Be an ambassador for the Foundation demonstrating values and culture.

Key Relationships

- Chairperson of the Kennards Hire Foundation
- Non-Executive directors of Kennards Hire Foundation
- Partnerships Manager, Kennards Hire Foundation
- Manager of the Kennards Family Office
- Marketing Manager, Kennards Hire and selected staff
- Charity partners

Skills and attributes

- Extensive experience in the philanthropic sector (essential)
- Experience in grant making and program management, ideally with a focus on young people
- Experience in and/or understanding of the process of evaluating charities
- High level interpersonal and written and verbal communication skills
- High level research, analytical and critical thinking skills
- Proven experience in building relationships and networks and working with diverse stakeholders
- Ability to manage multiple tasks, prioritise effectively and produce high quality work within agreed timelines
- Ability to work independently
- High levels of confidentiality, personal integrity and respect for people
- Tertiary qualifications in a relevant discipline