

## Job Description – Country Manager

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<b>Job Title:</b>	Country Director, IJM Australia	<b>Job Title (External):</b> Chief Executive Officer, IJM Australia
<b>Level and Grade:</b>	G11	
<b>Contract Type:</b>	Permanent, Full-Time	
<b>FTE:</b>	1 FTE	
<b>Reporting Manager:</b>	IJM Australia Board, with a dotted line to Regional President, IJM Asia Pacific	
<b>Department:</b>	Executive	
<b>Office:</b>	St Leonards, IJM Australia	
<b>Date:</b>	11 November 2023	

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### IJM

International Justice Mission (IJM) is the global leader in protecting people living in poverty from violence. Our global team of over 1,500 professionals are at work in over 25 offices across Asia, Africa, Europe, Latin America and North America. Together we are catalysing a global movement that will rescue millions, protect half a billion, and make justice for the poor unstoppable by 2030. Motivated by God's call to seek justice for the oppressed, we believe that the way we work is as important as the results we achieve. Our global community values joy, measures impact, celebrates progress, and engages with professional excellence.

IJM is building a global movement in citizen security where governments own and deliver unprecedented justice and protection to the poor, marginalised and vulnerable. A critical driver of this vision will be scaling revenue-based partnerships, expanding our advancement work across Australia and the Asia Pacific region, and moving leading agents of change, including business, donor governments, faith communities, and international development institutions to invest in, leverage and champion IJM's proven model of change.

### Job Brief

The IJM Australia Country Director plays a critical leadership role in IJM to scale revenue and partnerships in Australia to fuel our global mission and ensure we achieve our 2030 vision. The Country Director is a dynamic executive leader, communicator and networker who will lead a team to inspire and move people and organisations to generous financial gifts and high-impact partnership in support of IJM's vision to protect 500 million people from violence. The Country Director will grow IJM Australia to an over \$40 million dollar not-for-profit and increase IJM Australia's position as a leader in the fight against global slavery and other forms of violence through key partnerships with the Australian Government, corporations, churches, and other thought leaders in Australia. This leader models IJM values, strengthens IJM Australia's capacity and unity, and works closely with other APAC IJM Country Office Directors and the Regional Functions Team to ensure seamless collaboration, activation partnerships, funding management, and operational efficiencies.

This position is based in Sydney, Australia and will solid-line report to the IJM Australia Board of Directors Chair, and dotted line report to IJM's Regional President of Asia Pacific.

### Key Result Areas:

The success of this role is measured by the following KRAs:

1. Develop and execute a high-impact Australian strategic plan in alignment with IJM's 2030 vision and global strategy that achieves ambitious annual growth in revenue, prayer support and activation of Australian government and key stakeholder influence towards protection in IJM's program countries.
2. Strengthen IJM Australia's revenue program to ensure strong mass, mid- and major donor programming, high rates of donor acquisition, retention and growth, and sustainable funding for scaled growth, becoming at least an annual \$40m national fundraising leader for IJM's global work of protection.

3. Build strong funding and activation partnerships with leaders of corporations, foundations, church networks, government offices, and other key organisations and thought leaders that will move IJM Australia's strategy, impact and growth forward.
4. Move the Australian Government to increase its financial investment, policy commitment, and influence into IJM program countries towards protection, in alignment with IJM program activation goals, through a strong grants and advocacy team strategy.
5. Increase prayer for the work of IJM through church and Christian movement partnerships.
6. Recruit, lead and develop high-performing leaders to achieve the goals set forth in the strategic plan.
7. Ensure ethical and efficient stewardship of cost-effective operations, including full compliance with applicable laws and best practices, and consistent with IJM's country and regional planning, budgeting, security and reporting rhythms.
8. Model IJM's spiritual formation rhythms and cultivate a culture of joy, transparency, accountability, spiritual and relational health, integrity and disciplined execution.

## **Roles and Responsibilities**

### **Leadership and Management**

1. Model and ensure IJM Australia lives out IJM's values, spiritual formation rhythms, servant leadership and performance management.
2. Provide comprehensive management of all day-to-day operations of IJM Australia, ensuring ongoing alignment to vision, mission and values and timely progress toward targets defined in strategic and annual workplans.
3. Inspire and effectively manage a team of staff and volunteers, maximising the ability of each team member to achieve individual and team targets and excellence in all activities.
4. Represent IJM Australia within the larger IJM APAC and global leadership and advancement networks for reporting and strategic planning, including quarterly and annual reporting, annual strategic planning, aligning measurement and accountability mechanisms within advancement, and attending regional and global leadership meetings.

### **Strategy & Planning**

1. Lead the development and execution of IJM Australia's annual and 3–5-year strategic plan and annual workplan in alignment with the global 3–5-year strategic plan and IJM's 2030 vision, for approval by the Board and Regional President.
2. Work with the marketing & partnerships and grants & advocacy leaders to ensure strategies, measurement and activities are resulting in scaled revenue partnerships as well as activation of government, corporate and church networks towards IJM's program objectives.
3. Ensure the operations team provides timely and effective service to the marketing & partnerships and the grants & advocacy teams which lead to increased success at meeting targets, as well as increasing the efficiency of business processes and systems required for the organisation to reach targets, meet grantor requirements and be positioned for growth.

### **Fundraising, Networking & Partnership**

1. In support of revenue segment owners, cultivate opportunities and develop strong relationships with strategic partners to expand IJM Australia's brand and promote IJM's protection model and impact, in order to meet revenue and grant targets. The Country Director is expected to engage externally at least 40% of the time.
2. Represent IJM externally as a spokesperson before government officials, institutions, media, churches, donors, external stakeholders and the public in forums ranging from individual interviews and meetings to public speaking engagements.

### **Financial Management and Compliance**

1. Maintain an effective and transparent relationship with the IJM Australia Board and IJM regional and global leadership, ensuring all are fully informed on the condition of the organisation and important factors influencing it.
2. Operate within parameters set out in the Delegation of Authority policy and ensure the organisation operates according to budget and board level policies, including the implementation of IJM global standards, policies and processes.
3. Work with the operations team leaders to prepare for the Board and IJM Global's annual budget and other financial plans, management level policies, manage legal compliance reporting requirements of the workplace and regulatory environment (OH&S, DGR etc.) and manage and mitigate operational risk to the organisation.

**Travel:**

This position requires 25% travel (domestic and international) throughout Australia and to IJM regional and global offices.

**Supervisory:**

This position reports to the IJM Australia Board & Regional President, Asia Pacific. This position direct manages an average 5-7 team leaders, as well as provides overall leadership to the full IJM Australia team.

**Authority Levels:**

<b>Topic</b>	<b>R</b>	<b>A</b>	<b>C</b>	<b>I</b>
AO - Budget development and execution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Budget approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Financial signatory (expenditure approvals)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Strategy development and execution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Programs - development/management & execution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Personnel hiring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Personnel training & development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Leadership training & development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Policy approvals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AO - Policy development & execution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Security approvals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO - Business operations management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO – Input into regional & global strategy development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*\*'AO' stands for 'Advancement Office' and should be listed against each line item*

**Education & Experience:**

Requirements which may include minimum and preferred educational and job-related experience, computer proficiencies, required certifications, etc.

1. University degree in business management, public administration, international or organisational development; or equivalent combination of bachelor's degree and relevant work experience.
2. Minimum of ten (10) years of experience in executive management, with preferred experience managing a not-for-profit organisation of over \$20m in annual revenue.
3. Experiencing scaling fundraising organisations to national leadership as well as capacity to manage DFAT/government grant requirements.
4. Proven strategic thinker with experience in marketing, fund development or business development strongly preferred.
5. Demonstrated success achieving ambitious and sustained enterprise growth, taking operations to scale, and creating a thriving business environment of exceptional innovation that consistently achieves mission-critical goals.

**Technical Competencies:**

Requirements which may include specialised knowledge or skills necessary to perform a specific role.

1. Strategic thinking and analysis
2. Financial analysis and management
3. Fundraising
4. Facilitation and collaboration
5. Excellent written and verbal communication
6. Exceptional public speaker
7. Non-profit management

**Non-Technical Competencies:**

Requirements related to the behaviours, traits, or attributes that enable success in the role.

1. Mature orthodox Christian faith
2. Global and cultural awareness
3. A genuine passion for IJM's mission and values
4. Results focused with a strong commitment to excellence
5. Self-starter with strong initiative and an entrepreneurial spirit
6. Excellent listening skills
7. Effective team player

**Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

**Approved by:**


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Name and Title

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Signature

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Date

**Received by:**


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Name and Title

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Signature

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Date

**Verified by HR:**


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Name and Title

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Signature

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Date

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Date