

CEO key result areas 1-5.

1. Raise more money for agreed programs including youth programs at Triple Care Farm including David Martin Place Aftercare programs and Youth Network.

Through connections – corporate and philanthropic/High Net Worth Individuals, past work experience, being open to new ideas, investigative, energetic.

2. Manage, encourage, support and inspire the SDMF team

Listen and learn before making changes, empower team by respecting experience, communicate clearly and listen, be prepared to get involved, support training, be a person who staff trust to ask for advice.

3. Continue and develop strong partnerships with donors, corporate sponsors, Family Offices, Foundations and grants agencies.

Design and execute comprehensive fundraising strategies to increase revenue from diverse sources, including individual donors, corporate sponsors, foundations, and grants.

4. Board

Be aware of the role that the Board plays and how you can support them to be better fundraisers and/or connectors to prospects. Manage, encourage, support, inspire and respect them.

5. Think and act strategically.

Write well, think big, target the person of interest, do your homework. Create a strong and visionary strategic plan - focusing on financial and brand success, that everyone at the foundation will be inspired to work towards.

What does SDMF need in a CEO?

- *Direct* fundraising experience and expertise. Better to also have had experience managing a fundraising team.
- Grow fundraising activities by empowering the team and bring out their best within their various portfolios
- Manage key stakeholders
- Strong strategic skills, particularly a history in fundraising strategy.
- Effective time-management, including respecting other people's time.
- The ability to make strategic decisions for the organisation.
- Have the experience (e.g. campaigns, partnerships) to offer guidance when called upon by staff within their portfolios.
- Work-life balance/flexibility.
- Good listening and communication skills – speaking to the public and stakeholders
- Draw on strong leadership & people skills to inspire a healthy small team environment
- The willingness to get stuck in, rather than oversee.
- Ensure the team is supported and equipped for success
- Qualities – honesty, integrity, respect, strength of character.
- No micro management.

**Position Description: Chief Executive Officer (CEO) The Sir David Martin Foundation**

**Overview**

**Position Title:** Chief Executive Officer (CEO)  
**Reports To:** Chairman and Board of Directors  
**Location:** Sydney, NSW  
**Salary:** [Competitive/Negotiable]  
**Employment Type:** Full-Time, Permanent

**Organization Summary**

The Sir David Martin Foundation is a leading charity dedicated to raising funds and providing support for young people in crisis. Our mission is to offer hope and assistance to youth struggling with substance addiction, homelessness, mental illness, societal disengagement, abuse, unemployment, and family breakdown. Through our programs and partnerships, we aim to create lasting positive change in the lives of vulnerable young people. We are seeking a dynamic and experienced Chief Executive Officer (CEO) to lead our organization and drive our mission forward with a strong focus on establishing sustainable fundraising and philanthropic engagement.

**Position Summary**

The CEO will be the primary visionary leader of The Sir David Martin Foundation, responsible for the overall strategic, operational, and financial management of the organization. The CEO will work closely with the Board of Directors, staff, volunteers, donors, and partners to ensure the successful implementation of our mission and goals. A significant aspect of the role will be dedicated to enhancing fundraising efforts and strengthening relationships with donors and philanthropic partners.

**Key Responsibilities**

**Strategic Leadership and Vision**

- Develop and implement a clear and compelling vision for the organization that aligns with our mission and goals.
- Lead the strategic planning process, working with the Board of Directors and senior management to set long-term objectives and strategies.
- Ensure the organization’s strategic priorities are effectively communicated and understood by all stakeholders.

**Fundraising and Philanthropic Engagement**

- Design and execute comprehensive fundraising strategies to increase revenue from diverse sources, including individual donors, corporate sponsors, foundations, and grants.
- Cultivate and maintain strong relationships with existing and potential donors, ensuring effective engagement, communication, and recognition.
- Lead major fundraising campaigns, events, and initiatives, leveraging innovative approaches to maximize donor engagement and contributions.
- Oversee the development and submission of grant proposals, ensuring alignment with funders’ priorities and requirements.

- Identify and develop new fundraising opportunities, exploring creative approaches to donor engagement and revenue generation.
- Ensure all fundraising activities comply with legal, regulatory, and ethical standards.

### **Financial Management and Sustainability**

- Ensure the organization's financial health and sustainability through sound fiscal management and oversight.
- Develop and manage the annual budget, ensuring effective allocation of resources to support programmatic and operational needs.
- Provide regular financial reports to the Board of Directors, highlighting key financial metrics, risks, and opportunities.
- Implement robust financial controls and policies to safeguard the organization's assets and ensure compliance with legal and regulatory requirements.

### **Program Development and Management**

- Oversee the development, implementation, and evaluation of programs and services that align with the organization's mission and strategic goals.
- Ensure programs are evidence-based, effective, and responsive to the needs of young people in crisis.
- Foster partnerships with other organizations, government agencies, and community stakeholders to enhance program reach and impact.
- Monitor and evaluate program outcomes, using data to drive continuous improvement and inform strategic decision-making.

### **Leadership and Team Management**

- Lead, mentor, and develop a high-performing senior management team, fostering a culture of collaboration, innovation, and accountability.
- Ensure effective organizational structure, roles, and responsibilities that support the achievement of strategic objectives.
- Promote a positive and inclusive work environment that attracts, retains, and motivates talented staff and volunteers.
- Implement performance management systems that align individual and team goals with organizational priorities.

### **Board Relations and Governance**

- Serve as the primary liaison between the Board of Directors and the organization's staff, ensuring effective communication and collaboration.
- Support the Board in fulfilling its governance responsibilities, providing timely and accurate information to inform decision-making.
- Assist in the recruitment, orientation, and development of Board members, ensuring a diverse and skilled Board that reflects the community we serve.

- Facilitate regular Board meetings, strategic planning sessions, and other Board activities.

### Advocacy and Public Relations

- Represent the organization in public forums, media, and community events, effectively communicating our mission and impact.
- Advocate for policies and initiatives that support the needs of young people in crisis and advance the organization's strategic priorities.
- Build and maintain relationships with key stakeholders, including government officials, community leaders, and partner organizations.
- Oversee the development and implementation of a comprehensive communications strategy, enhancing the organization's visibility and reputation.

### Qualifications and Skills

#### Education and Experience

- Bachelor's degree in Nonprofit Management, Business Administration, Social Work, or a related field (Master's degree preferred).
- Minimum of 10 years of senior leadership experience in the nonprofit sector, with a proven track record of successful fundraising and donor engagement.
- Demonstrated experience in strategic planning, financial management, and program development.
- Experience working with Boards of Directors and a deep understanding of nonprofit governance practices.

#### Key Competencies

- **Leadership and Vision:** Ability to inspire and motivate others, creating a shared vision for the future and driving strategic initiatives to achieve organizational goals.
- **Fundraising Expertise:** Proven success in developing and executing comprehensive fundraising strategies, with the ability to cultivate and steward relationships with high-net-worth donors and philanthropic partners.
- **Financial Acumen:** Strong financial management skills, with the ability to develop and manage budgets, analyze financial statements, and ensure fiscal responsibility.
- **Program Management:** Deep understanding of program development and evaluation, with a commitment to evidence-based practices and continuous improvement.
- **Communication Skills:** Exceptional verbal and written communication skills, with the ability to effectively represent the organization to diverse audiences.
- **Relationship Building:** Strong interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders, including donors, partners, staff, and volunteers.
- **Cultural Competence:** Commitment to diversity, equity, and inclusion, with the ability to work effectively in a multicultural environment.
- **Problem Solving:** Strong analytical and problem-solving skills, with the ability to navigate complex challenges and make informed decisions.

### Personal Attributes

- **Passion for the Mission:** Deep commitment to the mission of supporting young people in crisis and improving their lives.
- **Integrity and Accountability:** High ethical standards and a commitment to transparency, accountability, and ethical leadership.
- **Resilience and Adaptability:** Ability to thrive in a dynamic and fast-paced environment, demonstrating resilience and adaptability in the face of challenges.
- **Collaborative Leadership:** Ability to foster a collaborative and inclusive work environment, empowering others and building strong teams.

### Application Process

Interested candidates are invited to submit a resume, cover letter, and references to [Email Address] by [Application Deadline]. Please include "Chief Executive Officer Application" in the subject line of the email.

The Sir David Martin Foundation is an equal opportunity employer and is committed to creating a diverse and inclusive work environment. We encourage applications from all qualified candidates, including those with lived experience relevant to our mission.

This comprehensive position description outlines the responsibilities, qualifications, and personal attributes required for the Chief Executive Officer role at a charity focused on supporting young people in crisis. It emphasizes the importance of fundraising and philanthropic engagement, alongside strategic leadership and organizational management.