



Executive Officer (Part Time)

Job Description

Organisational Relationships:	Board of Trustees Donors Professional Advisors Funders Community Organisations CE and personnel of Clutha Development Foundation Ambassadors Community Foundation of New Zealand Community Foundation of New Zealand Members
Reports to:	Chairperson
Date:	July 2021

Job Summary:

This job involves managing the operations of the Clutha Foundation which is primarily concerned with:

- Promoting of the opportunity the Foundation provides to residents of the Clutha District to ‘Give where they Live’ with an emphasis on growing the Funds under Management
- Proactively maintaining relationships, and communications, with the Foundation’s donors

The EO also attends to the Foundation’s administration, record keeping, and financial management.

Key Performance Areas

Responsible for:

1. Donor Engagement & Stewardship

- Actively working to grow the fund by seeking and engaging with potential Donors
- Fostering productive relationships with potential and existing Donors
- Maintaining the Donor database
- Ensuring the stewardship programme for acknowledging and communicating with Donors is fulfilled

2. Communications, Marketing, Promotions

- Promoting the Foundation through media releases, newsletters, and Donor communication
- Building and maintaining good relationships with Trustees, Ambassadors, and all stakeholders
- Promoting and growing the Foundation’s Workplace Giving programme

- Maintaining the Foundation's website and Facebook page.

3. Administration & Operational Management

- Supporting the Board of Trustees by:
 - Preparing monthly meeting papers - agendas, minutes
 - Working to, and reporting against, plans in a structured way
 - Preparing a monthly EO report
- Attending to the Foundation's financial management
- Maintaining the document filing system
- Maintaining the databases for Policies, Procedures, Pledges, etc.
- Supporting the Chair of the Grant Making Committee in the Granting and accountability process
- Ensuring all health & safety obligations are met.

Hours of Work

- This position is initially for 20 hours per week. Office space is available at Clutha Development, 16 James Street Balclutha during normal business hours.
- Hours of work are flexible as there will be occasions where working outside normal working hours will be required.

Change to Job Description and Scope

The Foundation is in the early stages of its existence and is committed to growing quickly through the collaborative efforts of the Executive Officer, Trustees and Ambassadors.

It is expected the role will grow and change too, with increased management, stakeholder engagement and promotional activities.

In recognition of the anticipated growth it is envisaged that the scope of this role and associated remuneration will be reviewed no less than annually.

Key Skills / Attributes

- A good communicator with a demonstrably genuine passion for the cause
- Personal energy, integrity, tact, trust, "can do" attitude who can think on their feet
- Acts ethically and leads by example
- Constructively questions the status quo when needed and proposes solutions to challenges
- Self-motivated & collaborative, working well independently and as part of a team
- Can prioritise and grasp what is important and what is not

Desirable Qualifications/Experience

- Effective presenter who is comfortable in front of an audience
- Ability to develop connections in the local community
- Understands planning and subsequent monitoring by a Board
- People management/sales experience
- Administrative, financial and computer literacy skills