

<b>JOB TITLE:</b>	Chief Executive Officer
<b>REPORTING TO:</b>	Board of Directors
<b>SALARY:</b>	To be Negotiated
<b>HOURS:</b>	24 Hours Per Week
<b>LOCATION:</b>	Level 13, 114 Albert Road South Melbourne Vic 3205

## 1. ORGANISATION

***Greatconnections' purpose is to build the capacity of the not-for-profit sector through attracting, developing and valuing mature-age volunteers who have high-level professional skills, and matching them with not-for-profit community organisations that require these skills.***

Greatconnections was established by its founding Patron, Lynne Landy, in 2006. While there are other volunteer organisations, Greatconnections' point of difference is our pool of experienced professionals and a model that has been designed to include a team of Client Relationship Managers working directly with not-for-profits to define their project needs, and to match these with the appropriate volunteer.

Greatconnections is playing a vital role in assisting to build the capacity of the community service sector. We have almost 200 registered volunteers and over 100 registered not-for-profits. The organisation is meeting an established need and is now keen to innovate and grow its service base.

Greatconnections is a Company Limited by Guarantee, with a current Board of six Directors. In addition to the CEO, Greatconnections currently employs an Executive Assistant and uses the support of volunteers. Our office is generously provided by Australian Unity in South Melbourne.

The Board has identified two broad objectives and four goals as part of its current Strategic Plan for 2010-2013. These are:

Building our Foundations:

- A. Establish adequate infrastructure and governance.
- B. Assess the market and establish Greatconnections' brand.

Create Multiple Sources of Income:

- A. Achieve financial sustainability.
- B. Develop a successful growth strategy.

## 2. POSITION OBJECTIVES

2.1 Take responsibility for the implementation of Greatconnections' Strategic vision and objectives.

- 2.2 Consolidate the organisation's current operating and business model by continuing to nurture the service base while developing innovate new services.
- 2.3 Support and lead the organisation into a dynamic period of sustainable growth by identifying and implementing new strategic, service and funding opportunities.

### **3. SPECIFIC RESPONSIBILITIES**

#### **3.1 Strategic Development**

- 3.1.1 Take responsibility for the development, implementation and monitoring of the Strategic Plan.
- 3.1.2 Provide high quality strategic advice to the Board.

#### **3.2 Organisational Management**

- 3.2.1 Take responsibility for the effective operation of Greatconnections.
- 3.2.2 Prepare annual budgets and financial reports for presentation to the Board.
- 3.2.3 Manage the budget approved by the Board.
- 3.2.4 Direct, support and develop staff (both paid and volunteer), including Client Relationship Managers.
- 3.2.5 Establish effective communication processes with Client Relationship Managers, volunteers, not-for-profit organisations and other stakeholders.
- 3.2.6 Represent Greatconnections in appropriate forums and meetings.
- 3.2.7 Develop an appropriate marketing and public relations plan.
- 3.2.8 Provide high quality and timely reports to the Board.

#### **3.3 Financial Growth**

- 3.3.1 Utilise existing and new networks to source additional funding for Greatconnections.
- 3.3.2 Monitor grant opportunities and oversee the submission of grant applications.
- 3.3.3 Provide leadership in developing fundraising plans with staff and the Board of Directors.
- 3.3.4 Provide support and work with the Board in raising funds.

#### **3.4 Other duties as directed**

### **4. KNOWLEDGE, SKILLS AND ABILITIES**

- 4.1 Demonstrated high level strategic and analytical skills.
- 4.2 Excellent interpersonal skills and the ability to work effectively with a diverse population of community leaders, volunteers, donors, and stakeholders.

- 4.3 Excellent communication skills, both oral and written.
- 4.4 Understanding of governance and demonstrated ability to work effectively with a Board.
- 4.5 A management style that fosters innovative and collaborative practices.
- 4.6 An ability to work independently and understand appropriate accountability.
- 4.7 Commitment to the mission of Greatconnections and an affinity with the not-for-profit sector.
- 4.8 Demonstration of leadership, sense of vision and ability to motivate others.
- 4.9 Integrity and an ability to maintain confidentiality.
- 4.10 Extensive knowledge of finance and budgeting, contract compliance and grant writing.
- 4.11 Demonstration of initiative, creativity and follow-through.
- 4.12 Strong sense of organisation and planning and able to manage time well.
- 4.13 Advanced computer skills.
- 4.14 High level of energy, and enthusiasm.

### **5. REMUNERATION**

- 5.1 This is 0.6 position and remuneration will be commensurate with a senior level in the not-for-profit sector and negotiated between the successful applicant and the Board.
- 5.2 Superannuation of 9% will be paid.

### **6. HOURS AND LEAVE**

- 6.1 Greatconnections can offer flexibility around hours, but expects a minimum of 24 paid.
- 6.2 Four (4) weeks annual leave and ten (10) days sick/personal carer leave are available annually pro-rata.

### **7. CONTACT**

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