

Job Description

Executive Manager



Job Title:	Executive Manager
Reports to:	Board
Location:	Perth Office: 2/245 Churchill Ave, Subiaco or as negotiated
Type:	Full time
Remuneration:	Around \$105,000 plus superannuation 9.5% (depending on experience)
Benefits:	Salary sacrifice benefits available due to PBI status

BACKGROUND

EON's vision is **'to make a lasting contribution, in remote Indigenous communities, to the reduction of preventable disease caused by poor nutrition'**.

Founded in 2005, EON is a WA-based, not-for-profit organisation that delivers a food and nutrition-focused healthy lifestyle and disease prevention program - the EON Thriving Communities Program.

The Program is currently operating in 15 Indigenous communities in Western Australia and the Northern Territory. We build edible gardens in remote Indigenous schools and communities for a secure supply of fresh food, and partner with them to deliver a hands-on practical gardening, nutrition education, cooking and hygiene program. We aim to partner with each school and community for five years to ensure long-term sustainability.

The role of Executive Manager is to assist the Board to deliver EON's strategy and services with a particular focus on governance, stakeholder relationships, communications and reporting. The Executive Manager will work closely with the Operations Manager (who is based regionally) and the Financial Controller to ensure strategic outcomes are met. The Executive Manager will assist the Board with fundraising including grant applications, funding proposals and strategic funding plans.

The Executive Manager will be based in Perth but travel to regional areas will be required from time to time.

EON values an organisational culture known for its professional and innovative approach. Its model of community development is growing in influence worldwide.

PURPOSE

The key purpose of this position is to support the achievement of the vision and mission of the organisation through management of the corporate, strategic, fundraising, communications and office tasks required to enable the efficient operation of the organisation. The Executive Manager role is a new one. The Executive Manager will report to the Board and work closely with the new Operations Manager and the Financial Controller to ensure efficient and effective delivery of the Program and achievement of outcomes in accordance with the budget and obligations to funders.

REPORTING

The Executive Manager will report to the Executive Chairperson and the Board.

CORE ACCOUNTABILITIES

The specific duties will include:

- Ensure high standards of governance, accountability and legal compliance.
- Report to funders and other stakeholders in accordance with EON obligations.
- Oversee and manage communications including strategic communications plan and implementation of customer relationship management system.
- Establish, manage and nurture excellent stakeholder relationships.
- Co-ordinate Board meetings and provide the Board with strategic reports.
- Work with the Executive Chairperson, Operations Manager and Financial Controller to implement strategic plans directed by the Board.
- Assist the Board to identify and progress grant opportunities, new partnerships and funding sources.
- Oversee and manage performance of administrative staff in EON's Perth office.
- Manage EON IT practices and systems.
- Manage staff recruitment, induction and review (subject to the Operations Manager having input into the recruitment, induction and review of operational staff).
- Provide support to the Operations Manager and other operational staff to assist them with effective Program delivery.
- Manage EON's monitoring and evaluation framework and due diligence processes.
- Co-ordinate the development of management, staff and board policies and procedures and regularly review them.

KNOWLEDGE/SKILLS/QUALIFICATIONS

- A strong understanding of organisational management and operational effectiveness principles.
- Financially literate.
- A strong understanding of client relationship management systems and stakeholder development.
- A strong understanding of charitable or not-for-profit governance is preferred.
- Ability to use technologies, social media and brand development to maximise the impact of the organisation.
- Excellent writing abilities including report writing, stakeholder communications, presentations, grant writing, annual reports and newsletters.
- Relevant tertiary qualification in management, communications and marketing, health sciences, or social sciences preferred.

ATTRIBUTES

- A passion for EON's work.
- Able to quickly develop positive relationships with colleagues, clients and partners at all levels of seniority and sophistication.
- Able to work in a team environment, working with other managers to ensure strategic outcomes are met and the organisation is run effectively and efficiently.
- A driven, self-starter with the ability to act with the minimum of supervision and who is relatively self-sufficient, particularly can work with all mainstream office technologies including data bases and can produce much of their own work.
- A highly structured and organised mind leading to a similar work style.
- The strength of character and intellect to constantly seek and challenge ideas, strategies and plans by providing constructive feedback and suggestions for improvement.
- Able to work in a 'sleeves rolled-up' and 'strategic mind-set' way within a small organisation and influential board structure as a senior figure.
- Has a positive, adaptive mindset that sees the opportunity in a developing organisation and knows in a practical sense how to grow an organisation.
- Able to work with agreed processes and systems, strictly applying compliance processes and updating and re-engineering when applicable.
- A robust and durable character that can both give and accept constructive criticism.

LICENCES AND CERTIFICATION

- National Police Clearance
- Working with Children Check
- Valid Driver's licence
- Be able to work in Australia

TO APPLY FOR THIS ROLE

To apply for this role, please provide a covering letter addressing the Selection Criteria together with your CV and submit by email by **11 June 2018** to:

Caroline de Mori
Executive Chairperson
EON Foundation Inc
cdemori@eon.org.au