



## **CHIEF EXECUTIVE OFFICER – Fixed Term role, 2 years**

### **POSITION DESCRIPTION**

#### **Organisational information**

The National Council of Women's vision is a gender equal New Zealand. It works to achieve this through driving understanding and building action so all New Zealanders have the freedom and opportunity to determine their own future. Its organisational values are being open, constructive, passionate, determined and generous.

NCWNZ is a membership organisation founded in 1896, led by Kate Sheppard. The membership comprises of national member organisations, regional branches and individual members.

#### **Overview of the role:**

1. To lead the implementation and monitoring of the NCWNZ strategic plan, and any adaption required
2. To lead and manage change programmes to ensure the organisation's future sustainability
3. To increase organisational revenue through partnerships, fundraising and increasing membership
4. To lead and manage our culture, people, volunteers and activity, organisational resources and finances
5. To represent the organisation through public, stakeholder, member and media engagement
6. To advise the Board and support their governance functions, and attend up to six Board meetings annually.
7. To ensure legal and regulatory requirements are met through having fit for purpose policies, systems, administration, standards and controls

#### **Accountabilities**

##### **People leadership**

- Lead and manage our culture, people and volunteers so they feel valued, see how their efforts contribute to the organisation's mission
- Develop a workplace culture that promotes professional development for staff and volunteers
- Ensure systems and support is in place so staff and volunteers can work safely, efficiently and effectively
- Engage with members to maximise their skills and contributions and to effectively communicate organisational activity and membership benefits to them.

##### **Strategic and Organisational Leadership**

- Successfully lead the implementation, monitoring and adaption of the strategic plan programmes to get the outcomes required
- Champion and implement the organisational culture and values within our team, membership and in external engagement

- Have oversight of all activities and manage the organisation's operations in a way to ensure efficiency and effectiveness
- Stay informed of internal and external developments presenting opportunities or challenges to the organisation's mission, including in the area of gender equality and the not for profit sector
- Champion gender equality in internal and external engagement to be a recognised and credible spokesperson and advisor
- Work under the aims of Te Tiriti o Waitangi and other human rights frameworks.

### **Fundraising and business development**

- Increase organisational revenue through increasing membership, sponsorship, donations, grants and other income
- Build relationships and partnerships to ensure financial support for the delivery of our strategic projects and others identified as being aligned with the organisation's strategic plan
- Develop and implement fundraising strategies including mid to long term revenue diversification
- Work with the Board's Investment Committee to ensure effective management of capital funds.

### **External engagement**

- Build the organisation's profile, credibility and impact amongst key sectors, stakeholders and the public
- Oversee effective media engagement, including both supporting organisational media spokespeople and at times as a media spokesperson
- Positively represent NCWNZ at functions and events and support member and branch activities
- Lead the development of societal change programmes, including building a public movement for gender equality
- Ensure all external engagement positively represents NCWNZ and in line with its policies and brand
- Ensures NCWNZ can harness and represent the growing interest in gender equality through high quality relationships which model intersectionality.

### **Support for governance**

- To ensure that the Board has at its disposal sufficient resources, guidance and professional advice on governance matters
- To liaise with the President and Board as appropriate, ensuring the Board is fully informed and advised on matters pertinent to its stewardship role
- To work collaboratively with our 'hands on' Board, leveraging their skills and experience where appropriate
- Ensure an appropriate risk management framework is in place and operates effectively and organisational risks are reported effectively to the Board
- In consultation with the President, prepare meeting agendas and draw the Board's attention to matters that need a decision
- To attend up to six Board meetings a year, held on Saturdays and sometimes on Sunday mornings or after hours
- To ensure prompt provision of the board meeting minutes and follow up actions.

### **Finance, legal and administration**

- Responsible to the Board for the financial health of the organisation

- Accountable to produce accounts, budgets, updates and financial analysis acceptable to the Board, to ensure the sound financial management of the organisation, and meet reporting and audit requirements
- Accountable from all legal and regulatory documents are filed and relevant laws and regulations are complied with
- Ensure policies, systems, controls and monitoring are in place to ensure the organisation meets legal and regulatory requirements e.g. financial, contractual, employment and health and safety rules
- Accountable for office tenancies and building management related issues.

## **Person Specification**

### **Experience and skills**

- Knowledge and experience in strategic and business planning, operational and financial management, project management and change management.
- Proven revenue generation and diversification capabilities including fundraising and sponsorship
- Business development skills in order to diversify and improve the organisation's finances to ensure its sustainable future
- Track record of high performance in developing high performance cultures, people leadership and management
- Proven experience in building partnerships, stakeholder relationships and strategic partnerships to achieve results
- Experience in driving successful engagement of our diverse population through digital and brand strategies
- Strong communication skills to represent the organisation, including speaking to media
- Proven experience in leadership and management
- Has a broad understanding of technology
- Understanding of feminism, gender equality, intersectionality and diversity issues
- Commitment to Te Tiriti o Waitangi and human rights.

### **Personal attributes**

- High energy
- Resilience
- Openness and honesty
- Flexibility
- Constructive approach to challenges
- Strong time management and prioritisation ability
- Can roll with the punches
- Happy to roll sleeves up and get things done

### **Other details**

This is a full-time role. While we encourage flexible working for staff, the role would need to spend the majority of hours working from the NCWNZ Brandon Street office in Wellington.