

Role description: Chief Executive Officer

Date created: December 2021

About the Clare Foundation

Clare is a progressive philanthropic foundation that wants more for our people and planet.

Through a proactive approach, Clare invests in ways that positively impact our environment, oral health, youth wellbeing and women, to create extraordinary change.

The heart of our approach to philanthropy is proactive, strategic funding. Driven to invest in initiatives that ignite tangible impact and extraordinary change, we look for funding opportunities that:

- Generate momentum, impact and solve barriers to change.
- Release potential, unlock possibilities and challenge the status quo.
- Are collective, collaborative and multifaceted initiatives based on bold ideas.
- Create space for women and young people to flourish.
- Ensure a positive social and environmental impact of the organisation or group itself.

The Foundation will be co-located with a Family Office, with potential synergies in administration, investment management etc.

Purpose of this role

The Chief Executive is responsible for ensuring the Foundation's mission, vision and funding strategy are implemented effectively.

The Chief Executive is expected to be a true ambassador of our Foundation and partner with our Trustees and Founder. Our expectation is for all roles to work collaboratively within Clare.

Core Deliverables

Organisational leadership

Mission and strategy leadership

- Provide leadership and strategic thinking alongside the Board to articulate Clare's mission, vision, strategy and business plans. Communicate these effectively internally and externally to ensure that they serve continuously as an inspiration and guide, and execute them.
- Research, engage and facilitate community conversations and consult widely to understand community strengths, issues and opportunities and identify potential responses. Work with the Board and team to identify funding priorities.

Partnership management

- Engage and work collaboratively with other philanthropic funders, local and central government, and funding partners for greater social impact. Ensure strong links with sector organisations in Clare's strategy areas.

Board relations

- Work with the Board to help ensure that it is properly constituted and supported to govern effectively.
- Provide excellent advice and reports to the Board.
- Work with the Board in a manner which is transparent, open, trustworthy and accessible.

Values and ethical standards management

- Work with the Board and team to ensure adoption of, and adherence to, appropriate values and ethical standards in all Clare's business.

Identity and communications management

- Work with the Board and team to ensure proper care and development of Clare's culture, reputation and brand.

Organisational management

Team management

- Build a small, energetic and committed team with the right skills, experience and networks to execute Clare's strategy effectively.
- Lead an open and participative team culture. Ensure that the team are properly selected, supported and guided, and that their professional development is nurtured.

Investment management

- Work with Clare's trustees and investment advisors to ensure that Clare's investments are appropriately managed in accordance with the SIPO.

Financial management

- Work with the Board and investment and financial advisors to maintain an overview of Clare's long term financial strategy and modelling.
- Work with the Board, accountants and auditors to develop financial management systems and reporting that are effective and aligned with Clare's vision/mission.
- Ensure that such strategies and systems are implemented well. Develop Clare's annual budget; manage the budget and report accordingly.

Philanthropic funding and other community contributions

- Lead the team in pro-actively scoping and developing funding opportunities, completing due diligence, and making funding recommendations to the Board.
- Work with the Board and team to identify and deliver special projects in line with Clare's priorities and which add value to the Foundation's funding activities.

Legal issues management

- Work with the Board and team to ensure Clare is compliant with all relevant legislation. Identify risks and implement strategies to mitigate those risks. Liaise with external legal advisors as appropriate.

Learning and performance

- Work with the Board and team to monitor the effectiveness and impact of Clare's funding and investment strategies, learn by doing and ensure that Clare's strategy and processes continue to evolve in response.

Key Skills

- Demonstrated experience in a senior leadership and team management role, preferably in the community or philanthropic sector.
- Proven commitment to community building, community development and sustainability principles.
- Experience in financial stewardship.

- Attention to detail.
- Strong track record of running high quality processes and systems.
- Demonstrated skills in engagement, collaboration, negotiation and influencing.
- Experience in working with a board.
- Outstanding oral and written communication skills.
- High level of cultural competence.
- Entrepreneurial and innovative thinking.
- Connections to Te Ao Māori and knowledge of tikanga and Te Reo Māori is desirable.
- Knowledge of investment, including impact investing, is desirable.

Other

- Clare Foundation has a diligent delivery culture, which may require some out of hours work at times
- This role will involve travel within New Zealand
- Any other reasonable duties as required.

Due to the dynamic nature of our work, our partners and funding, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the organisations we support. Any 'material' changes will be mutually agreed between the parties and noted in writing.