



IEF

Indigenous Education Foundation

Indigenous Education Foundation
ACN: 168 130 096

admin@iefprograms.org
www.iefprograms.org

CHIEF EXECUTIVE OFFICER

Indigenous Education Foundation Limited

Position summary

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| Job Title: | Chief Executive Officer |
| Location: | Melbourne, Victoria, Australia |
| Reports to: | IEF Board of Directors |
| Commitment: | Part-time |

Organisational description

Indigenous Education Foundation (IEF) is an Australian, grass-root not-for-profit empowering displaced Indigenous communities to reconnect with their culture. Established in 2014 as a public benevolent institution, IEF's mission is to provide a successful community-based model that empowers displaced Indigenous peoples in their development of sustainable Indigenous educational solutions to improve future health, wellbeing and livelihood. Since 2009, IEF Founder has been working with Indigenous peoples in the Mentawai Islands developing IEF's model from the ground up and empowering the Mentawai to initiate their own cultural education program to alleviate poverty. This program now spans across three Mentawai sub-districts, employs 10 staff and 12 program teachers.

IEF's four guiding principles are: research, engagement, empowerment and accountability.

Purpose of the position

The Chief Executive Officer of IEF, in partnership with the Board, is responsible for the success of IEF. Together, the Board and CEO assure IEF's relevance to the stakeholders, the accomplishment of IEF's mission and vision, and the accountability of IEF to its stakeholders.

The Board delegates responsibility for management and day-to-day operations to the CEO, who has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO provides direction and enabling to the Board as it carries out its governance functions.

The CEO is responsible for ensuring target outcomes and objectives are achieved, providing leadership to all volunteers and/or employees, expanding and developing the operation and implementing any corporate business plan determined by the IEF Board of Directors.

Key accountabilities

Board administration and support:

- Directing all operations of the company within established policy and in accordance with the authority delegated by the IEF Board of Directors
- Periodically presenting current and long-range plans and objectives and analyses of their progressive attainment to the IEF Board
- Provide advice to the IEF Board on the effectiveness of strategies directed at realising objectives
- Support operations and administration of IEF Board by advising and informing Board members, interfacing between Board and staff / volunteers

Operational delivery:

- Develop, inspire, lead, manage, motivate and ensure a high performing team volunteers, staff and/or supporters
- Work collaboratively with the IEF Board to lead the implementation of strategy and business plans
- Develop innovative partnership agreements that are mutually beneficial and will grow the IEF brand and its influence
- Work with the IEF Board to identify, develop and actively manage partnerships with the corporate sector, major donors, multilaterals, and governments that will generate significant ongoing revenue for IEF operation and programs
- Lead an efficient and effective organisation that leverages its resources and maximises its impact, while also ensuring the organisation complies with all relevant laws and regulations

Community, Stakeholder & Public Relations:

- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive image to all relevant stakeholders
- Build the IEF relationship with donors and partners so that the brand is recognised as one of trust, understanding and service
- Maintain and grow the reputation of IEF as a credible and authoritative voice fighting against cultural displacement of Indigenous peoples
- Represent IEF in relevant government, community, multi-lateral and wider NGO forums
- Build and maintain strong relationships with key stakeholders

Financial management:

- Manage financial and capital resources in accordance with best practice
- Recommend a yearly budget for IEF Board approval
- Ensure soundness of the company's financial structure by reviewing projections for capital expenditure and financing arrangements which may result from such plans
- Commit to the financial sustainability and resilience of the organisation and secure funds and sponsorship
- Manage IEF's finances, funding flows, statutory reporting and other essential business disciplines

Human resources management:

- Effectively manage the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations
- Promote a culture based around values of collaboration, respect, a strong stakeholder focus and creating a supportive and cooperative environment
- Review and approve the appointment, employment, transfer or termination of all staff and/or volunteers
- Establish controls to measure management performance
- Maintain effective communications systems throughout the organisation
- Resolve problems and conflict arising between IEF operating groups, partners or general public

Compliance and reporting obligations:

- Ensure that IEF internal team and other relevant stakeholders are kept up to date on foundation activity, and provide monthly reports - written and financial - to the IEF Board
- Adhere to Privacy Act, Fundraising Legislation, DNCR and other relevant legislation and ensure all policies and procedures are up to date

Knowledge, capabilities and experience

- A principled, values-driven leader with a strong record of effective management experience
- Experience, knowledge and/or strong empathy for Indigenous-related issues and in working within developing countries
- A capable strategist, with broad-based executive leadership and management experience, preferably in the NGO sector, and the capacity for effective oversight of all aspects in developing an International NGO
- Skilful at working with and accessing funding support from community groups, corporations, high-net-worth individuals, other NGOs, multi-laterals and governments
- A responsible business leader, with strong finance and risk management skills, and human resource management capabilities
- An excellent communicator and presenter with either extensive experience and success in partnership and business development or who has an applied corporate or legal background
- A person with excellent inter-personal skills and the ability to relate well with others, leading IEF in its maintenance of key relationships and development of new ones
- Excellent representational skills and a high level of comfort working with a wide range of stakeholders, including the media
- Extensive knowledge of best practice in contemporary management, customer services and the use of technology

Location

Successful applicant will receive flexibility to work from home or preferred location during the first 3-6 months, however they will be required to attend Board meetings in Melbourne as scheduled by the IEF Board of Directors.

Commitment and compensation

A competitive compensation package (consistent with NGO-sector expectations) will be negotiated with the successful applicant upon their achieving our strategic objective of securing adequate IEF administration funding. Until such point, The CEO is a stipend volunteer, requiring a minimum commitment of 16 hours per week. This role requires a tenure of 18 months.

Opportunity

IEF is to transition from a small grass-root NGO into an International leader in empowering cultural educational solution for displaced Indigenous communities across the globe. The successful applicant will action this vision and become a lead voice in impacting positive change on a global issue.

Application

Applicants should send their resume and covering letter to the IEF Operations Manager at hr@iefprograms.org



www.iefprograms.org