



ROLE DESCRIPTION

CEO

September 2023

RESPONSIBLE TO: YANZ Board of Trustees

EMPLOYMENT TYPE: Salaried employment, 0.8 FTE or 32 hrs per week

REMUNERATION: \$62,400 annually

RESPONSIBLE FOR: Growing impact through developing and upholding YANZ's strategy.

PURPOSE OF JOB: To develop and grow YANZ's strategy, oversee funding and finances, ensure compliance, and support the YANZ team.

START DATE: ASAP, to be negotiated.

The successful applicant will be fully supported to learn and grow into this position, with the outgoing CEO and rest of the YANZ team providing holistic support through this journey.

Key Relationships:

- YANZ staff and contractors, especially the Operations Manager/General Manager;
- YANZ Board of Trustees, especially the YANZ Chair;
- YANZ current and potential funders;
- YANZ volunteers;
- Other stakeholders, including relevant creative sector leaders, community organisations, advocacy groups and national/local government.

Responsibilities:

1. Strategic development and growth

- a. Collaborate with the Board with the development and refining of the strategic plan;
- b. Implement the strategic plan through the development and delivery of annual plans;
- c. Develop sustainable relationships with key stakeholders that will support YANZ's strategic priorities;
- d. Share YANZ's vision, goals, values and programmes within the creative community and beyond.

2. Funding and financial oversight

- a. Oversee financial reporting, budgeting and strategy;
- b. Build and maintain relationships with key funders;
- c. Oversee fundraising efforts, including grant writing and reporting.

3. Compliance and reporting

- a. Ensure that YANZ is up to date with all relevant legislation, and has policies and procedures in place to maintain compliance;
- b. Report and share progress regularly to the Board, annually to Charities Services, and to other stakeholders as requested.

4. Team support

- a. Manage and support relevant staff (whether paid or volunteers),
- b. Ensure that the team has adequate personal and professional support to empower them to thrive and be well.

You acknowledge that your role may evolve to include other duties and responsibilities in addition to those listed above, plus any other tasks we may reasonably ask you to complete.