

## POSITION DESCRIPTION

<b>TITLE</b>	Executive Director
<b>ROLE</b>	Responsible for running the Fellowship for Indigenous Leadership processes and ensuring its sustainability
<b>REPORTS TO</b>	Fellowship for Indigenous Leadership Advisory Committee

### BACKGROUND

The Fellowship for Indigenous Leadership (FIL) was established in 2003 as a vehicle for positive change in Victoria's Aboriginal communities. The formula is, and has been, a successful model of Indigenous and non-Indigenous people working together, building partnerships and promoting a positive, celebratory model.

There have been 4 Fellows (including 1 Senior Fellow), 24 Emerging Leaders and 4 Community Connection Awards from the Melbourne metropolitan area as well as regional Victoria, such as Bendigo, Cann River, Castlemaine, Echuca, Heywood, Kialla, Lakes Entrance, Mornington Peninsula, Sale, Shepparton, Traralgon and Wodonga.

Over the past 16 years the FIL has been fortunate to have long-term successful relationships with philanthropy organisations, government and individual donations. FIL also receives ongoing pro bono support from the Brotherhood of St Laurence, VicHealth, Davidson Consulting, Strange Fellows Investments, and is a sub-fund of the Australian Communities Foundation.

This support has enabled FIL to provide financial assistance to the current Emerging Leaders and Community Connection Awardees as well as the ongoing work of the Alumni so that they are able to achieve their vision for their communities.

### OBJECTIVES

The Fellowship was established to achieve the following objectives:

- Acknowledge the exemplary contribution made by a recognised leader in Victoria's Indigenous community by supporting them in pursuit of their vision.
- Provide a vehicle for developing the skills and capacity of emerging leaders within the Indigenous community.
- Achieve practical and sustainable outcomes in improving health and education standards, and the social and economic wellbeing of Aboriginal Victorians.

### PRIMARY PURPOSE OF THE ROLE

The Executive Director is to lead and ensure that the operations of FIL are aligned with the values and strategic goals of FIL as determined by the Advisory Committee.

The Executive Director reports directly to the Chair of the Advisory Committee and ensures the effective day-to-day running of the organisation.

The Executive Director acts as an adviser and consultant to the current Awardees, the Alumni, the Advisory Committee, funders and potential donors.

The Executive Director also plays a leadership role in inspiring individual donors and philanthropic donors to support FIL's objectives.

### **KEY ACCOUNTABILITIES**

- Oversee and work on the various aspects of FIL's work e.g. awards, community and elder gatherings, influencing philanthropy and the research work around the new focus on grass roots or community connections.
- Organise the Advisory Committee meetings.
- Provide progress reports to the Advisory Committee on FIL operations.
- Provide strategic advice to the Advisory Committee.
- Represent FIL, along with available Alumni, at meetings and events.
- Provide direction and support to Executive Officer re the administration of FIL.
- Provide advice and support to current Emerging Leaders, Community Connections grants recipients and Alumni as needed.
- Connect with and report to current and prospective donors and funders.
- Raise FILs profile as a funder/grant-maker amongst the philanthropic and corporate communities.
- Review and refine the FIL prospectus documents, identify prospective funders and pursue opportunities.
- Promote FIL's work, its achievements and the activities of Alumni through traditional, mainstream and social media platforms.
- Demonstrate FIL's commitment to Indigenous Leadership and a potential move towards First Nations led/controlled management and governance.

### **SELECTION CRITERIA**

Applicants for the position of Executive Director should be able to meet all of the following criteria. You should address all of the essential and desirable criteria in your written application. You will be asked to expand on your understanding, skills and experience in each area if you are selected to attend an interview. The desirable criteria will be taken into account in the final selection of interviewed applicants.

Selection criteria:

- The Advisory Committee has decided to offer this role to a person of First Nations background where possible.

- Experience with Aboriginal Victorians and communities.
- Strong commitment to self-determination principles for First Australians.
- Ability to think innovatively, strategically and also manage detail.
- Excellent communication skills.
- Ability to work independently.
- Excellent networking skills.
- Operational management skills.

### **VARIATIONS TO THE STATEMENT OF DUTIES**

The details of this statement of duties may be varied from time to time by the Advisory Committee to meet organisational requirements. Any variation shall be done in consultation with the incumbent.

### **CONDITIONS OF EMPLOYMENT**

1. The position is available 38 hours per week, however, this is could be negotiable.
2. Pre-employment checks including proof of identity, qualification, driver's licence and two referees are required. The successful applicant will be required to undergo a criminal records check.
3. The position is subject to the satisfactory completion of a three month probationary period.
4. Evening and weekend work may be required.

### **APPLICATION PROCESS**

We have engaged a search consultant, Terri Ward, to assist with this process.

Please submit your Resume, a short cover letter outlining why you are interested in the role and your response to all of the selection criteria to: [terri@towardco.com](mailto:terri@towardco.com) Please quote EDFIL20 in the subject line of your email.

### **APPLICATIONS CLOSE: 30 OCTOBER 2020**