



Position Description

| | |
|------------------------|---|
| Position Title: | Chief Executive Officer |
| Location: | Sydney Head Office |
| Capacity: | Full-time |
| Reports to: | The Board of Directors |
| Direct reports: | 3 (<i>Finance/Admin/HR staff, Head of Fundraising, Head of Marketing and Branding. 10 total in team.</i>) |

Background

The Cure Cancer Australia Foundation (CCAF) is a not-for-profit organisation focused upon providing early stage grants for young, brilliant researchers. It has a rich history of success with many of its research grant recipients becoming globally recognised leaders in their fields.

CCAF's role in the cancer space is an important one. It acts as a front-line source to provide vital start up funding for innovative, ground -breaking research projects across all types of cancer. Since 1967, CCAF has provided over \$22.5 million for close to 500 ground breaking cancer research grants nationally.

Through gaining funding from CCAF, Australian researchers are granted a much needed opportunity to build on their ideas and develop a platform for their life long aspiration to find a cure for cancer.

Untold thousands of lives have been saved around the world as a consequence of the knowledge gained and the treatments developed from Cure Cancer Australia's funded research grant recipients.

Position Purpose

As the new Chief Executive Officer, lead CCAF's forward strategy and implementation plan to drive profitability, profile and impact for the benefit of young cancer researchers.

To correctly position CCAF to take advantage of the next phase of growth.

With assistance from the Board of Directors, to lead and guide CCAF and be the primary voice of CCAF.

To develop fund raising strategies and engage the donor base and the corporate/business community through targeted analysis, messaging, communication and relationship development.

To build alignment and understanding of the CCAF story managing access to internal and external stakeholders, products and management where they relate to fundraising.

To take a leadership role as the principal point of contact with donors with a view to developing and implementing strategies to improve understanding and communication with external stakeholders/ donors/ investors and partners.

To raise the profile and awareness of CCAF with corporate donors and other fundraising organisation where partnering opportunities might reside.

Key Accountabilities

Strategic

- Provide vision, direction and leadership in the implementation of the organisation's strategic mission and objectives.
- Grow the influence of the organization in Australia as a key pipeline of cancer research talent.
- Support and lead the organisation into a dynamic period of sustainable financial growth by identifying and implementing new strategic profitable initiatives and funding opportunities.
- Lead and develop the culture of the organisation to ensure the high performance of a cohesive team that is both innovative and accountable, building a high level of credibility in the sector and beyond.

Development

- Lead in conjunction with the Board the development, implementation and monitoring of the Strategic Plan and the mission.
- Provide high quality strategic advice to the Board on growing the CCAF brand, credibility and profitable revenue raising initiatives.

Program and Stakeholder Management

- Lead the organisation's strategic programs to achieve the mission, ensuring strategic alignment and maximising the use of energy and investment.
- Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards shared goals.
- Lead CCAF advocacy activities including maintaining and developing relationships with relevant Government departments, with parliamentarians and other significant decision-makers.
- Continue to build and engage the support community of the organisation as they invest their time and money in helping to achieve the organisation's mission.
- Represent CCAF in the public domain.

Organisational Management

- Take responsibility for the effective operation of CCAF.
- Take responsibility for the preparation of annual budgets, forecasts and financial reports, with the support of the team, for presentation to the Board on organisational performance.
- Manage the budget approved by the Board and monitor budgets and forecasts against performance.
- Provide leadership to staff, including direction and support (both paid and volunteer).
- Set KPIs and performance reviews for staff in accordance with strategic priorities.
- Oversee the effective communication processes with volunteers, donors and other stakeholders.
- Oversee the brand, marketing, events, communications and public relations plan.

Financial Sustainability

- Utilise existing and new networks to grow revenue and profitability.

- Develop a financially sustainable business plan consistent with the Board's strategy.
- Establish a diversified funding strategy including, but not limited to corporate partners, third party contracts, philanthropic trusts and foundations and high net worth individuals.
- Provide leadership in developing fundraising targets and plans with staff and the Board of Directors.
- Oversee the team's fundraising activities through events, grant applications and engagement with corporates, government and high net worth individuals.
- Develop and manage a risk management plan for the organisation.

Governance

- Manage the affairs of the CCAF in accordance with agreed objectives and policies.
- Build the Foundation with appropriate regard to corporate, structural and governance standards.

Key Stakeholders

- Board of Directors
- Board Sub Committees
- Can Too
- Macquarie Foundation
- Corporate Donors / Partners
- Researchers / Grantees
- Government Bodies and Regulators
- Auditors
- Ambassadors

Specialist requirements

Qualifications

- Degree qualified as a minimum
- Formal management qualifications/ training is highly desirable
- CEO/ GM experience in an equivalent size organisation with CCAF's level of complexity
- Experience in a NFP or health sector organisation highly desirable but not essential

Experience, Knowledge and Skills

- Financial planning and operational management skills
- Commercial experience with strong business acumen and strategic planning skills
- Strong interpersonal skills with the ability to build and lead a high quality, team and work with CCAF stakeholders to build a strong and engaged community
- Expertise in influencing and engaging high net worth individuals, charitable trusts and foundations.
- A highly-developed ability to communicate key messages succinctly and clearly, both verbally and in writing, including skills in media engagement

Personal attributes

- Humility, integrity and honesty
- Driven
- Ability to lead, develop and work with the team
- Highly developed communication skills