



**JOB DESCRIPTION**

**Role Information**

<b>Job Title</b>	Head of North America	<b>Division / Location</b>	International Fundraising, Public Affairs Los Angeles
<b>Date</b>	May 2017	<b>Career Band</b>	Manager
<b>Employment Type</b>	Consultant	<b>Role balance guide</b>	<b>People:</b> 40% <b>Operations:</b> 30% <b>Technical:</b> 30%
<b>Name</b>	Vacant		
<b>Role summary</b>	<p>As part of The Fred Hollows Foundation’s plan to diversify its income base beyond Australia, a number of new country markets have been created that leverage our work in over 25 countries around the world with the goal of exponentially increasing support for ending avoidable blindness. One of those countries is the world’s largest philanthropic market – the North America. This new role, Head of North America will lead The Foundation’s ambitious goals in North America, building and managing a startup office and representing The Foundation in all aspects of its operation.</p> <p>Within a cross functional global team anchored in our Sydney office and reporting to the General Manager of International Partnerships, the Head of North America will provide overall leadership on all aspects of the US office including operations, strategy development, fundraising, communications and stakeholder management. In addition, s/he will work closely with The Foundation’s program delivery staff throughout the world to increase issue and brand awareness amongst key stakeholder groups throughout the U.S.</p> <p>More broadly, the candidate will apply their extensive marketing and communications skills and experience in the U.S. to help propel The Foundation from a trusted Australian charity into a genuine International NGO through an ever expanding networking of global supporters.</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> <li>• Oversee the North America major gift and corporate fundraising programs</li> <li>• Oversee the creation of innovative fundraising products and infrastructure</li> <li>• Lead the operational and administrative functions of the US office</li> <li>• Expand The Foundation’s brand profile in the North America</li> <li>• Leadership &amp; Management</li> <li>• Represent The Foundation</li> </ul> <p>Team contribution:</p> <ul style="list-style-type: none"> <li>• Values and Behaviour</li> <li>• Health, Safety and Wellbeing</li> <li>• Child Protection</li> </ul>		
<b>Reporting &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Reports to:</b> General Manager of International Partnerships, within the Public Affairs division</li> <li>• <b>Member of:</b> International Fundraising Team</li> <li>• <b>Required to:</b> Travel in region, attend regular after-hours networking opportunities</li> <li>• <b>Direct reports:</b> Partnerships Manager – New York</li> <li>• <b>Indirect reports:</b> Regional Communications Coordinator, other regional roles as the office expands</li> </ul>		

<b>Role Relationships</b>	<b>Relationship with Manager</b>	<b>Works with these roles</b>
	<ul style="list-style-type: none"> <li>• Manager creates the strategic framework and is accountable for performance and development</li> </ul>	<ul style="list-style-type: none"> <li>• Head of International Partnerships</li> <li>• Partnerships Manager – Greater China</li> <li>• Regional Individual Giving Manager</li> <li>• Partnerships Manager - Asia</li> <li>• Regional Operations Manager</li> </ul>
<b>Core accountabilities</b>		
<b>Oversee the North America major gift and corporate fundraising teams</b>		
<ul style="list-style-type: none"> <li>• Oversee the regional major gift (high net worth) and corporate partner fundraising program. Working with the Partnerships Manager – New York, and the Sydney based development team, build a significant portfolio of prospects and donors in the U.S., in particular New York and Los Angeles, but also including regions where the strong Australian diaspora exists</li> <li>• Secure and grow corporate and major gift fundraising income to achieve agreed targets and to enable The Foundation to expand its sight restoring program work</li> <li>• Provide leadership role in mapping and engaging major gift and corporate prospects whom either have an interest, or who are based in both the U.S. and Australia</li> <li>• Collaborate with The Foundation’s International Fundraising Team to prepare donor communication materials, including concept papers, proposals, donor updates and mailings, reports and additional materials as needed</li> <li>• Build long-term relationships with donors and prospects, identifying, cultivating and stewarding their interests</li> <li>• Work with the U.S.- Australian community representative organisations (business, diplomatic and social) to engage corporate interest in The Foundation and to continue to build The Foundation’s brand profile and credibility</li> <li>• Stay current with organisational strategies and program details and plans in order to recommend potential funding opportunities to donors</li> </ul>		
<b>Oversee the creation of innovative fundraising products and infrastructure</b>		
<ul style="list-style-type: none"> <li>• Development of an LA based US leadership giving program including an engagement pathway for major donors to participate in The Foundation’s giving program</li> <li>• Identify and engage potential advocates and donors amongst discreet diaspora communities based in New York from countries where The Foundation has a significant program footprint including mainland China, Hong Kong, Vietnam, Pakistan and Nepal</li> <li>• Help map and engage potential ambassador and senior advocates for new country markets and throughout the region</li> <li>• Oversee the development of the NY based US leadership giving program in conjunction with the Partnerships Manager –New York</li> </ul>		
<b>Lead the operational and administrative functions of the US office</b>		
<ul style="list-style-type: none"> <li>• Provide leadership on the appropriate organisational, management, governance and systems requirements for the nascent US team in collaboration with the Regional Operations Manager</li> <li>• Manage and be accountable for the annual operating budget and related approvals in the US market</li> <li>• Manage the administrative process around travel, procurement, contracts, human resources and other office related processes as required</li> <li>• Develop and lead the annual planning process for The Fred Hollows Foundation in the U.S.</li> <li>• Liaise with any future US based governance and board representatives</li> </ul>		
<b>Expand The Foundation’s brand and advocacy profile in the North America</b>		
<ul style="list-style-type: none"> <li>• In close consultation with the media and communications team based in Sydney, continue to drive brand awareness through events, strategic partnerships, and paid and earned media and representation</li> </ul>		

- Represent The Foundation at donor and corporate engagement meetings, fundraising and awareness-building events and to the Australian representative community
- Lead the engagement with strategic partnership opportunities that harness and amplify The Foundation's regional program work throughout the world
- Maintain professional relationships with senior media, government and diplomatic representatives in the North America that help facilitate The Foundation's fundraising and advocacy outcomes
- Serve of The Foundation's official spokesperson in the U.S. as required
- Collaborate with The Foundation's senior management team to co-manage key relationships

#### **Leadership & Management**

- Role Model to a high standard The Foundation's policies and procedures, values and leadership standards
- Proactively contribute to the development of the divisional strategy
- Ensure all direct reports have clear performance goals and development plans which enable them to succeed
- Ensure the effective management of the division's resources (financial, technical and operational) in order to achieve the Foundations strategic objectives
- Effectively select, retain and develop talent, experience and skills to help build a strong Foundation
- Proactively lead a team, to ensure a high standard of employee engagement

#### **Represent The Foundation**

- Represent The Foundation at donor and corporate engagement meetings, fundraising and awareness-building events and to the Australian representative community
- Collaborate with The Foundation's senior management team to co-manage key relationships
- Stay current with organisational strategies and program details and plans in order to recommend potential funding opportunities to donors
- Act of Foundation spokesperson when necessary

#### **Team Contribution**

- Constructively contribute and collaborate with all colleagues
- Delivery high quality work that supports our global operating environment
- Demonstrate compliance with all legislation and The Foundation's policies and procedures

#### **Values and Behaviour**

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- Actively support The Foundations commitment to the principles of diversity, inclusion and equal employment opportunities
- Actively demonstrate the organisational values:
  - Integrity:** We stand up for what is right
  - Collaboration:** We are stronger together
  - Empowerment:** We make a difference
  - Action:** We focus on results

#### **Health, Safety & Wellbeing**

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.
- Identify, assess, prioritise and control risks arising from the operation of the division in relation to the impact on the health and safety of all staff, contractors and visitors

- Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring
- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage

**Child Protection**

- This position is recognised as having “contact with Children”, either direct or indirect

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Experience and Knowledge</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree or equivalent experience</li> <li>• At least 7 years of relevant work experience</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience of achieving fundraising results, including successful relationship management and income generation in a start-up environment</li> <li>• Proven experience in being successful in a fast-paced environment while managing multiple projects and priorities, paying close attention to details and results</li> <li>• Prior success working closely and building relationships with diverse groups of people</li> <li>• Senior personal and professional network in the U.S.</li> <li>• Experience cultivating and closing donor deals</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Management experience</li> <li>• Fundraising experience in a fast paced, growth oriented organisation</li> <li>• Experience working in the Not for Profit sector, however candidates with applicable skills, networks and experience from the private sector will be considered</li> </ul>
<b>Skills and Attributes</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative and consultative approach to communication</li> <li>• Outstanding written and verbal communication skills, with the ability to make clear and highly-articulate presentations to a variety of high-level stakeholders and be pro-actively engaging with and influencing audiences across a range of channels</li> <li>• Excellent persuasion and negotiating abilities, effective listening, diplomacy and tact</li> <li>• Confident in ask strategy and conversations with key donors</li> <li>• Ability to work collaboratively with a range of internal and external stakeholders in a multi-cultural and multi-disciplinary environment</li> <li>• Ability to conceptualize, innovate, analyse, plan and execute ideas as well as transfer knowledge and skills</li> <li>• High level of computer literacy with the ability to analyse and interpret data</li> <li>• Excellent people management skills, with a strong team orientation and a willingness to build capacity</li> <li>• Excellent interpersonal and relationship management skills</li> <li>• Excellent organisational skills and attention to detail</li> </ul>	

	<ul style="list-style-type: none"> <li>• A flexible and adaptable work style, with the ability to manage competing priorities to a high standard</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• A strong understanding of the cultural context (as an Australian charitable organisation operating in the U.S.)</li> <li>• A strong personal desire to work for The Fred Hollows Foundation and alignment with our vision and values</li> <li>• Innovative, analytical and strategic minded</li> <li>• Strong work ethic and integrity. Leading with vision and values</li> <li>• Ability to work in a high performing environment</li> <li>• An energetic self-starter with the ability to work effectively in a diverse, busy and evolving team</li> <li>• Strategic thinker and entrepreneurial spirit</li> <li>• Commitment to gender equity and diversity</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Eligibility to work in the North America</li> <li>• Preparedness to undergo background checks including Criminal records check and qualifications check</li> <li>• Availability to travel domestically and internationally</li> </ul>

***This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details***