

## EXECUTIVE DIRECTOR

YWCA Hunter Region Inc. is looking for an experienced and exceptional Executive Director on a full-time basis to join our team at Cooks Hill and report to the Board of Directors of YWCA Hunter Region Inc.

YWCA Hunter is a women-led organisation that achieves positive change by providing advocacy, programs, and services to support, empower, and connect women and families for a stronger community. YWCA Hunter Region Inc. is part of the YWCA World and an affiliate of YWCA Australia.

We offer a range of programs that endeavour to bring improved well-being, inclusion and a sense of belonging.

### Role and Responsibility

- Implement the YWCA Hunter Region Inc Strategic Plan with the support of the Operations Manager.
- Oversee the overall operations of YWCA Hunter Region Inc, including the ongoing development and annual review of strategic and annual plans.
- Contribute to developing programs that meet specific and evolving community needs.
- Work with the Board to develop a strategic financial plan and budget to ensure adequate funding for current operational and future needs of the association and to support the mission and vision of YWCA Hunter Region Inc.
- Assure the fiscal status of the association is well documented and communicated to the Board and staff with the support of the Operations Manager.
- Adhere to all organisational financial policies and procedures
- Collaborate with external financial services providers, including auditors for the annual audit, accounting services, and investment/fund managers as needed
- Ensure acquittal and accountability documents are completed and submitted to funding bodies within stated timeframes with the support of the Operations Manager.
- Contribute to the creation and evolution of a marketing and communications plan to promote, support advocacy, and the growth of the YWCA Hunter Region Inc. that might involve the responsibilities below.
- Engage with and maintain a network including, but not limited to government, business sector, local community groups and media.

The above list is not exhaustive, and the role may change to meet the organisations overall objectives.

## Essential Skills and Qualifications

- Executive/management experience including the supervision of senior-level staff and volunteers.
- Experience with and understanding of board governance, and with managing financials, legal/compliance requirements, and facilities, in line with organisational policies and/or relevant legislation.
- Demonstrated experience in the development, delivery and monitoring of strategic plan and annual plans.
- Proven ability to engage with a wide range of stakeholders, including government agencies, community groups, organisations and contractors.
- Proven ability to build brand awareness and public organisational profile.

## Desirable

- Willingness to obtain Police Check
- Willingness to obtain Working With Children Check

## Personal attributes

- Professional approach in all interactions
- Engagement and interest in the social services sector
- Has tact, sensitivity, and diplomacy; ability to think on feet and act proactively with discretion.
- Confident manner and a 'can do' attitude with the ability to proactively identify support needs.
- Positive approach to change
- Commitment to personal development and improvement
- Commitment to YWCAs values and a working manner that reflects these.

## In return, you will receive:

- Competitive salary
  - Salary range - The below pay rate schedule for the Social and Community Services stream of the Social Community, Home Care and Disability Services Industry Award 2010,
    - Level 6 Pay point 1: \$51.90
    - Level 7 Pay point 1: \$56.13
- A dynamic and unique working environment

If you have the above skills and are looking for an exciting and rewarding career, please send us your resume and cover letter to [board@ywcahunterregion.org.au](mailto:board@ywcahunterregion.org.au)

For further information about this position or the Company, please contact Alex Potter, President on [board@ywcahunterregion.org.au](mailto:board@ywcahunterregion.org.au)

We look forward to hearing from you.

Applications Close: 5pm, Monday, 29 April 2024

*Please note that only applicants shortlisted will be contacted.*