

POSITION DESCRIPTION

| | |
|--|---|
| Position Title | Director, Business Transformation |
| Time Commitment | Full time (1.0 FTE) permanent |
| Classification | SCHADS 7 |
| Location | Level 1, 250 Queen St, Melbourne |
| ABOUT THE ORGANISATION | |
| <p>WHO ARE WE? IWDA is the leading Australian development agency entirely focussed on women's rights and gender equality. We are international, feminist and independent.</p> <p>OUR VISION Gender equality for all</p> <p>OUR PURPOSE To advance and protect the rights of diverse women and girls</p> <p>VALUES Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2016-2021</p> <ol style="list-style-type: none"> Promote women's leadership and participation Strengthen women's safety and security Accelerate women's economic empowerment Advance systemic change towards gender equality Ensure organisational sustainability and influence <p><i>International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H112/2018) and requests applications from women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p> | |
| POSITION SUMMARY | |
| <p>The Director, Business Transformation is a new role developed to increase connection and leverage opportunities between all sources of funding (e.g. grants and fundraising).</p> <p>Reporting to the Chief Executive Officer, this inspirational leader will lead IWDA's income development and communications to ensure IWDA's long-term sustainability, influence and profile. The incumbent will also lead increased collaboration between people and culture and business systems and operations to ensure IWDA's business effectiveness and efficiency.</p> <p>The Director is an integral member of IWDA's leadership team and will work collaboratively with the team to ensure IWDA's sustainability, effectiveness and sector influence.</p> | |
| KEY RELATIONSHIPS | |
| Reports to: | Chief Executive Officer |
| Manages: | Communications Manager, Fundraising Manager, Major Gifts Manager, People & Culture Manager, Operations Manager, Grant Development Manager |
| Internal: | IWDA Board, IWDA Leadership Team, Systemic Change & Partnerships Team, Knowledge Translation & IDM Team |

External: National and global women's rights organisations and networks, major donors, supporters and foundations, media and marketing stakeholders, ACFID, ACNC, ICT contractors and providers, insurance and travel providers, DFAT, service providers, consultants, training providers, legislative bodies, industry organisations and legal firms

KEY RESPONSIBILITIES

1. Resource Mobilisation

- Lead organisational fundraising strategies and innovations to drive acquisition, growth and income diversification targets aligned with IWDA's Income Plan
- Drive the integration and effectiveness of IWDA's fundraising and grant development functions to ensure that IWDA meets its IWDA's multi-year income strategies and goals
- Develop, lead and manage strategies to grow and diversify income from corporate and philanthropic partnerships, major donors, trusts and foundations
- Drive improvements in information management to build stronger, reliable and respectful networks to assist IWDA supporter growth
- Develop and drive implementation of measurement criteria to monitor income performance, identify deficiencies, and develop actionable solutions to safeguard IWDA's long term financial sustainability
- Provide analysis to IWDA's Leadership team and Board on the organisation's current and potential income streams and drive evidence based enhancements
- Oversee and support the Grant Development Manager to develop institutional grant pipelines and deliver successful bid proposals
- Propose and advise on strategically aligned investment options for IWDA's Capital Fund

2. Culture, Collaboration & Influencing

- Engage fully in the strategic leadership of IWDA; contributing to setting organisational strategic direction and building organisational sustainability, influence and success
- Model IWDA's values and behavioural competencies at all times
- Model and drive positive risk and safety culture
- Co-create and model a visibly collaborative leadership approach that supports full integration of teams across business transformation, while providing a single point of accountability
- Inspire strategic leadership and management across the organisation to achieve optimum outcomes, behavioural and organisational objectives, and ensure low staff turnover
- Contribute strategically to organisational development, human resource management and policy review/development
- Support, advise and brief the CEO on relevant matters for internal and external purposes
- Collaborate with Leadership team on organisational monitoring, evaluation and learning (MEL)
- Develop and maintain effective external relationships with key stakeholders, including government departments, universities, research institutes, multilateral institutions, advocacy coalitions, regulators, peak bodies, business partners, key suppliers and other relevant parties
- Write, speak and represent IWDA as a thought leader in gender equality and women's rights in public events and professional fora
- Serve and promote IWDA's interests, reputation and goals
- Provide input to government and regulatory inquiries and contribute to the ongoing development of the Australian development sector
- Oversee quality control of all outputs to maintain IWDA's reputation and influence in the sector

3. Stakeholder engagement & communications

- Lead the ongoing stewardship of IWDA's brand and reputation to increase recognition and influence

- Direct IWDA's positioning, marketing and communications to achieve strategic goals and successfully implement a renewed IWDA Communications Plan
- Align IWDA's strategic communications with systemic change and partnership outcomes
- Ensure IWDA's evaluative findings, results and impact are communicated to internal and external stakeholders to enhance organisational transparency and traction for support
- Lead strategic engagement to diversify IWDA's partnerships, particularly towards the private sector

4. Business Operations

- Oversee and support the development of integrated processes, practices and systems to ensure IWDA's business effectiveness and efficiency
- Oversee the implementation, operation and utilisation of cost-effective, innovative and robust IT systems, including data security (e.g. NetSuite, Campaign Monitor, Websites, DonMan, e-Way)
- Oversee IWDA's facilities management including office maintenance, real estate agreements, management of works, leasehold improvements and asset management
- Manage all aspects of IWDA's strategic and operational procurement, including travel, health services, information technology, offices supplies, furnishings, etc., and ensure value for money

5. Legal affairs, risk & compliance

- Oversee the development of robust and consistent contracting processes across the organisation, ensuring integrity of all major IWDA contracts and acting as a co-signatory
- Ensure adherence to organisational policies and procedures and integrity of corporate systems
- Oversee sector compliance including ACNC, DFAT, ACFID and IATI
- Monitor all insurances and oversee renegotiation as required
- Lead IWDA's risk management and assessment process, including annual risk review, business continuity and crisis management

6. People & Culture

- Oversee and support the Senior People & Culture Advisor to deliver values-aligned people & culture policies and services to ensure that our workforce and culture is safe, stable and strong
- Oversee employee relations and development programs to ensure staff are supported and developed in order to achieve strategic goals
- Oversee compliance with all relevant awards, legislation and National Employment Standards
- Oversee OHS&W compliance for all staff in Australia and overseas
- Oversee the provision of people-related reporting to relevant stakeholders

7. Financial planning & budget control

- Support the CEO in the formulation and application of funding parameters for annual and longer-term budgets and driving cost effectiveness
- Collaborate with Director, Systemic Change and Partnerships to enable and maximise local, national and international funding opportunities
- Ensure that adequate staff cost recovery and organisational overhead costs are integrated into all funding proposals and budgets to enable organisational sustainability
- Collaborate with the Leadership team on the annual departmental budget and contribute to the annual organisational budget process
- Manage all departmental costs within budget and oversee all contracted requirements, management fees, operational and communications costs
- Analyse monthly financial reports and report on variances and opportunities for realising cost savings and efficiencies
- Collaborate with the Leadership team to develop funding pipelines, oversee international business development and ensure IWDA's financial sustainability

- Ensure income and expenditure are planned and managed in a strategic and sustainable manner
- Collaborate with the Director, Systemic Change and Partnerships to advance IWDA's institutional fundraising agenda, supporting strong connections between resource mobilisation and program thematic priorities, fostering the development of IWDA partnerships and coalitions

8. Learning & Growth

- Demonstrate continuous learning and improvement, individually and as part of the Leadership team
- Identify own knowledge and experience gaps and proactively seek expertise in others
- Model and promote a learning and growth mindset across the organisation
- Model and promote a solutions-focused culture across the organisation

SELECTION CRITERIA

Technical Experience

Essential

1. Knowledge of women's rights issues and gender equality, preferably with an understanding of international development
2. Relevant tertiary qualifications such as international development/relations, communications, marketing
3. Substantial experience in leadership or senior management positions
4. Demonstrated success leading communications and/or fundraising operations
5. Experience overseeing organisational operations functions including information technology and people & culture
6. Experience developing integrated processes, practices and systems to improve organisational efficiency
7. Demonstrated experience building the recognition and influence of a brand and implementing targeted advocacy strategies
8. Proven experience and achievement in building new partnerships, income growth and supporter acquisition in fundraising and grant seeking environments
9. Experience leading successful innovative marketing and communications campaigns
10. Advanced skills in budget development, forecasting and analysis

Desirable

1. Post graduate qualifications highly regarded (e.g. business management, social/public policy)

Behavioural Competencies

- Inspirational Leadership
- Valuing Diversity
- Empowerment
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making
- Managing Work & Quality

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter.

TRAVEL REQUIREMENTS

This position may require occasional domestic and international travel. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations is a requirement of the role and staff should be confident and fit to travel to these locations.