

## Position Description - Executive Director

### Who We Are

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TIA is an Australian based non-profit organisation that works in Bolivia, South America. We work with young people in transition from state care into independence; empowering them to become thriving members of society and create brighter futures for themselves through providing the necessary support and training. TIA Australia is fully volunteer led, with the oversight of its Management Committee.

### Overview

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The Executive Director (ED) has overall responsibility for day-to-day management of TIA Australia, is responsible for leading, implementing and achieving TIA Australia's strategic and financial plans, overseeing programs and activities, and for organisational culture and stakeholder management. A key responsibility is to achieve, together with the International Director, sustainable fundraising and sponsorship initiatives to enable continuation and growth of the ValenTIA program led by TIA Bolivia. Must demonstrate commitment to core values of creativity, teamwork, dedication, and transparency.

### Position Details

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*Reports to:* TIA Australia Management Committee

*Positions supervised:* Marketing and Communications Manager; Fundraising and Events Manager; Volunteer Co-ordinator

*Time Commitment:* This position is an ongoing voluntary role and the time commitment is estimated to be 5-10 hours per week (more in the lead-up to key TIA initiatives). As a member of the Management Committee, attendance at monthly meetings of the Management Committee is required.

*Remuneration:* This position is voluntary and unpaid.

### Key Responsibilities

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The ED will provide leadership to assure effective development, implementation and management in the following areas:

#### *Strategic Planning*

- Help develop and review TIA Australia's strategic planning with assistance and direction from TIA's Management Committee
- Implement strategic plans to achieve TIA Australia's goals together with relevant department managers

#### *Operational Management*

- Work with department managers to ensure the effective and efficient execution of the operational activities.
- Report to the Management Committee on TIA Australia's finances, operations and activities in a timely manner.

### *Leadership and Management*

- Plan and implement sustainable strategies for growth and evaluate processes and outcomes.
- Anticipate, understand, and respond to the needs of internal and external stakeholders.
- Set annual goals and targets for fundraising.
- Work with the Management Committee on strategic direction and opportunities
- Maintain transparency and communication at all levels of TIA Australia.
- *Public Relations*
- Ensure fundraising events reflect the culture and values of TIA.
- Act where needed as a public spokesperson for TIA in regard to media, public or private meetings, donors and supporters, Government and community.
- Take action to raise the visibility of TIA and its mission to generate community involvement and awareness to expand TIA's supporter base.
- Liaise with a range of external stakeholders (including but not limited to executives of other non-profits, and leaders in the business and government sector) to cultivate strategic partnerships and/or donor relationships.
- Attend networking events as necessary.

## **Knowledge, Skills, and Experience**

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### *Essential*

- Relevant tertiary qualification
- Strong leadership and relationship building skills. Capacity to lead, direct and manage staff, work with Management Committee and relate to volunteers and supporters
- Demonstrated capability in strategic planning and business management
- Basic financial management skills and an understanding of governance.
- Previous experience within the non-profit sector.
- Highly developed interpersonal, written and oral communication skills

### *Desirable*

- An understanding of leadership and management principles as they relate to non-profit/voluntary organisations.
- Knowledge of federal and state legislation applicable to NGOs including employment standards, human rights, occupational health and safety, charity law, taxation, insurance.

## **Personal Characteristics**

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The Executive Director should demonstrate all of the following qualities:

- Ability to foster teamwork by working cooperatively and effectively with others to set goals, resolve problems, and make informed decisions.
- Highly self-motivated, able to take initiative, and passionate about the work of TIA.
- Ability to foster motivation and enthusiasm in others.
- Demonstrated employment of ethical practices in all personal and professional interactions that align with TIA's values.

## What You Get

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- You are helping to make a tangible and positive difference to the lives of youth living in situations of poverty and disadvantage in Bolivia.
- Valuable experience and transferable skills.
- Fantastic opportunity to be part of an exciting, grassroots non-profit organisation.
- Insight into International Aid and Non Governmental Organisation structures and procedures.
- The opportunity to work with a group of like-minded individuals.

## Application Details

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This role is a volunteer position and a minimum commitment of 12 months is desired. Applicants must be over the age of 18 and be based in Adelaide. There will be a probationary period of three months. To apply, please send your CV and a cover letter to the Secretary Laura Yazbeck at [laura.yazbeck@tia.org.au](mailto:laura.yazbeck@tia.org.au) . To learn more about TIA, go to [www.tia.org.au](http://www.tia.org.au).