

POSITION TITLE:	Executive Director
LOCATION:	Helping Hoops Office (South Melbourne) and program locations across metropolitan Melbourne.
HOURS:	Full time – 38 hours per week
REPORTS TO:	Helping Hoops Committee of Management
REMUNERATION:	\$79,040 plus superannuation

THE POSITION

Helping Hoops is recruiting a new Executive Director to join our team and manage the growth of a dynamic Melbourne-based charity using basketball to teach life skills and promote social inclusion.

ABOUT HELPING HOOPS

Helping Hoops is an independent charity running free basketball programs for over 1,000 underprivileged children. Over 650 sessions per year benefit children and young people of all abilities aged 7 to 21.

Participants come from a diverse range of socio-economic and cultural backgrounds. They include youth from public housing, recent migrants or refugees, as well as children with special needs.

Helping Hoops aims to build self-esteem, provide a sense of belonging and community, aid social cohesion, instil discipline, develop goal setting and leadership skills, and promote a healthy and active lifestyle.

KEY DUTIES & RESPONSIBILITIES

1. Drive the organisational strategy development in collaboration with the Committee of Management

Plan for direction, approach, growth scale and resourcing in collaboration with the Helping Hoops committee.

2. Execute on Strategy

Work closely with the Operations Manager to execute and put into action all initiatives to fulfil the strategic plan agreed upon by the Committee of Management. This also includes identifying opportunities for new program location roll out.

3. Leadership and Communications

Provide clear leadership with a focus on open communications with staff, volunteers and other stakeholders.

4. Provide a Conduit Between Committee and Staff

Provide direction to staff in accordance with the strategic direction agreed upon by the Committee of Management.

5. Represent Helping Hoops

Present Helping Hoops' aims and vision to stakeholders and potential partners and inspire all to take action to support the organisation.

6. Develop/Maintain Systems and Processes

Work with staff to establish and maintain systems and standards, and ensure these are being met and upheld through regular two-way communication. This will include staff reviews, financial controls, program reporting, risk assessment and management, and other relevant systems.

7. Build commercial relationships

Broker new, and maintain current, relationships with key stakeholders including funders, sponsors and strategic partners in order to build the commercial strength of the organisation.

8. Manage Financials

Be accountable for the financial health of the organisation through effective budgeting and financial management, in collaboration with the Treasurer and Operations Manager.

9. Resourcing

Plan and lead the resourcing needed to execute on the day-to-day operations and new initiatives in line with the strategic plan. End responsibility for the hiring of staff. Development and execution of marketing strategies, oversee the application and acquittal process for grants and funding applications. Plan and oversee fundraising events, and the management of a sponsorship strategy.

10. Compliance

Ensure Helping Hoops meets all compliance and regulatory obligations. This includes reporting to peak bodies, having up-to-date policies, in particular around child safe standards and risk as well as other relevant areas.

11. Annual Report

Compile and oversee the production of the Helping Hoops Annual Report.

REPORTS TO

- Helping Hoops committee of management.

ESSENTIAL EXPERIENCE

- Experience in leading a diverse group of stakeholders
- NFP experience and knowledge, including relevant compliance and regulatory requirements
- Demonstrated experience in building and maintaining relationships with external partners

DESIRED EXPERIENCE

- Experience managing and scaling a small to medium enterprise or NFP
- Marketing and public relations experience with the ability to engage a diverse range of stakeholders

DESIRED ATTRIBUTES

- Excellence in written and verbal communications skills
- Action oriented, entrepreneurial, adaptable and innovative approach to business planning
- A passion for community work and in particular Helping Hoops
- An interest in basketball