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Executive Officer (EO) – Assisi Aid Projects

Here is your opportunity to lead a small and dynamic NGO with a strong track record and opportunities for growth.

Are you a dynamic and motivated leader with a passion for international development and gender equality?

Do you have exceptional skills in organisational management, stakeholder engagement, business development and program management?

- Location: 247-251 Flinders Lane, Melbourne.
- 3-4 days per week.
- One-year contract with possibility to extend.
- Package: around AUD\$90,000 plus access to generous NFP tax concessions.

Who are we?

Assisi Aid Projects is an Australian aid and development NGO that works with partners to increase women's social, economic and political participation in India and Cambodia.

Established in 1985, Assisi is accredited with the Australian Department of Foreign Affairs and Trade Aid Program and is a member of the Australian Council for International Development.

About the role:

Reporting to the Board (Committee of Management), the EO is responsible for the strategic leadership and management of Assisi Aid Projects. This role involves managing all operational aspects of the organisation – with stakeholder and partnership engagement, business development, program management, financial oversight and communications being key aspects of the portfolio.

About you:

You will be an exceptional leader with a proven ability to collaborate, negotiate and build trusted relationships with staff, partners, donors and supporters. You will have a passion for and experience working in international development and promoting gender equality. You can demonstrate significant success in fund raising. You are flexible and results orientated, equally comfortable and capable working at a strategic and day to day operational level.

Selection criteria:

Essential

- At least 5 years' experience in strategic leadership and management in the not for profit sector, preferably in the international aid and development sector.
- Well-developed strategic planning, program management and financial management skills and experience in the continuous improvement of related systems and processes across strategic and operational planning, program design and implementation, financial management, reporting and monitoring and evaluation.
- High-level skills and experience in building and managing stakeholder relationships and networks.
- Substantial experience in developing and implementing fundraising initiatives to grow and diversify income.
- Exceptional communications skills including the use of social media.
- Leadership and people management skills, including in coaching and providing direction to staff and volunteers.
- Demonstrated experience in providing Board support and administration, or experience which demonstrates the ability to do so;
Significant cross-cultural awareness and demonstrated experience working with people from different cultural backgrounds (in-country international development experience preferred).

Preferred

- Post-graduate qualifications in a relevant discipline (e.g. international development, gender, public policy, communications).

How to apply:

- Please send a CV and a response to the selection criteria (no more than four pages) to assisi@assisi.org.au using the subject line: **EO application**.
- Applications close at midnight on Wednesday 10 October 2018.
- To download a full position description, please go to: <http://www.assisi.org.au/>
- For queries, contact Tony Britt (Vice President of Committee of Management) on 0411 361451 or at tonybritt@axecreekbiosec.com.au
- Assisi Aid Projects is a child safe organization and the successful candidate will require a valid Working with Children's Check and Australian National Police Check

