



## EXECUTIVE DIRECTOR – ROLE DESCRIPTION

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### PURPOSE

The Executive Director leads the strategy and operations of indigo foundation to ensure we provide high quality support to partner communities and strengthen our status as an independent, principled and highly reputable community development organisation.

### ACCOUNTABLE TO: INDIGO FOUNDATION BOARD

### THE ROLE

The Executive Director will lead indigo foundation as a financially strong, high-quality organisation by managing operations in an ethical and efficient manner and in accordance with indigo's guiding principles. Core functions include financial management, marketing and communications, fundraising and grants management and oversight of development partnerships, policy, and strategic relationships. The Executive Director will create a respectful, supportive, professional and productive culture for staff and volunteers.

### EXPECTATIONS

- The Executive Director (ED) will promote and work within indigo's guiding principles, its Strategy and the policies that inform our development approach, operations and people management.
- The ED is required to sign and abide by the Code of Conduct for Working with Children and Young People and hold a Working with Children Check.
- The ED provides advice and support to the Board and has line responsibility for the Development Coordinator, Financial Administrator and Fundraising Manager.
- The ED will maintain and facilitate relationships among indigo's people – staff, board, Partnership Coordinators, other volunteers and honorary advisers.

### CORE RESPONSIBILITIES

#### 1. Strategy and general management

- Drive development, implementation and review of indigo's five-year strategy.
- Develop and report against annual operational plans that interpret the strategy and align with budget.
- Develop and implement quality-based systems, policies and procedures and promote and oversee quality of work across the organisation.



- Maintain regular internal communication and information sharing with staff, board members and volunteers.
- Ensure indigo complies with all reporting, regulatory and legislative requirements.
- Support effective governance by the Board by providing timely advice and expertise to Board meetings and working closely with the Chair and other board members as required.

## **2. Financial Management**

- Lead budget development and review and monitor financial performance in collaboration with the Treasurer and Financial Manager.
- Ensure financial reporting is timely and accurate, and expenditure and operations are within budget and approved delegations.
- Monitor and manage financial risk to the organisation.

## **3. Oversight of development partnerships and program**

- Work with the Development Coordinator and Partnership Coordinators to support local community partners achieve their development goals, build their capacity and reflect on their impact and learnings.
- Identify opportunities to expand our development program and strengthen our model of community partnership and program management.
- With the Development Coordinator, support and advise the Development Committee of the Board in its advisory role to the Board.
- Promote the value of indigo's approach to community led development - with supporters, funders, researchers and others in the sector.

## **4. Fundraising and donor relationships and communications**

- Lead and coordinate implementation of indigo's Marketing and Fundraising Strategy to grow and diversify our income.
- Maintain strong relationships and regular communication with our community of supporters and provide opportunities for direct engagement through face to face and virtual events.
- Foster new relationships with donors, grant-makers and philanthropists, seek out new grant opportunities and manage grant applications and reporting.
- Further develop and strengthen indigo foundation's public profile and brand recognition and maintain quality control over public documents and media communication.

## **5. People and culture**

- Oversee recruitment, development and performance management of staff and volunteers.
- Nurture a supportive, respectful and productive organisational culture for staff and volunteers.
- Supervise and support the Development Coordinator, Fundraising Manager and Financial Manager and provide for regular staff team meetings.



- Work in a participatory manner with staff and volunteers to identify training and resources that assist them in their role and development.
- In collaboration with the board and staff organise the Annual indigo gathering that brings together staff and volunteers.

## **6. External relationships and influence**

- Build strong relationships that further indigo's goals - in the region and in Australia - including within the aid and development sector, with universities and with diaspora communities.
- Represent and promote indigo foundation with partner organisations, other NGOs and target audiences in Australia and internationally.
- Participate in sector forums and conferences that assist relationship building, learning and promotion of indigo's community development approach.