

Executive Director JD

PARENTAL LEAVE COVER ROLE

Job title: Executive Director (Acting) (Parental leave cover)

Hours: Part-time: 24 hours per week.

Duration: 9 months with possibility to extend

Location: Auckland or Wellington

Start date: Flexible, July 2018

Salary: \$60,000 p/a pro rata and inclusive of KiwiSaver

Reports to: 350 Aotearoa Board

Scope of Position:

The Acting Executive Director will take on the key functions of the current executive director, who will be taking parental leave from September 2018. This is a dynamic role that requires strong people skills, flexibility, great time management and a passion to progress action on climate change.

As 350 Aotearoa is a small organisation, occasionally all staff will have to pitch in on projects/work outside of their job description, so a flexible, can-do approach is necessary.

Areas of Responsibility:

Organisational Strategy

- Working closely with the Board, 350 members and other key stakeholders to jointly develop and deliver annual and long-term strategies, identify key priorities for campaigns and projects, and developing/maintaining the fundraising strategy.
- Evaluate, adjust and support the delivery of the volunteer strategy.
- Maintain awareness of 350.org global strategy and plans, including maintaining key relationships with appropriate 350.org global team members, and ensure that the 350 Aotearoa Board is made aware of these plans so that New Zealand strategy and plans appropriately reflect them.
- Support the overall organisational development of 350 Aotearoa.

Campaigns, Projects and Events

- Manage 350 Aotearoa campaigns and projects, including:
 - o undertaking background research

- o working with staff and appropriate volunteers to deliver detailed campaign/project strategy and plans.
- Work with the volunteers to deliver, or oversee delivery of, all campaigns, projects and events. Particular responsibilities in this area include:
 - o Maintaining relationships and liaising with key partners (other than volunteers)
 - o research
 - o development of campaign messaging
 - o communications as covered below
 - o campaign budgeting.
- Ensure that campaigns, projects, events and all other activities align with and deliver on 350 Aotearoa strategy and annual focus areas and targets.

Communications

- Act as a primary public representative and spokesperson for 350 Aotearoa.
- Deliver or oversee delivery of New Zealand-wide communications including mass email communications with our mailing list, general email communications, social media, and media.
- Oversee or delegate the administration and basic development of the 350.org.nz website (WordPress)
- Work to grow the 350 email list and social media followers.

Management

- Lead the small 350 Aotearoa staff team, key volunteers (and interns when applicable).
- Provide day to day HR support and build a positive, safe and cooperative team environment and culture that values integrity, high-standards, respect, openness, inclusivity and diversity.

Finance and Administration

- As the person responsible for financial administration, send and receive invoices and ensure all payments are made on time.
- Coordinate with 350's accountant and board treasurer to ensure GST and PAYE are filed and paid, and end of year accounts are prepared.
- Provide monthly reporting on campaigns and other activities to the 350 Board, and attend the monthly Board meeting.
- Ensure that all general administration of 350 Aotearoa is up to date and efficient.

Fundraising

- Lead individual donor outreach, including preparing regular donor appeals and maintaining or overseeing donor-related communications and administration.
- Work with the Board, staff and volunteers to organise fundraising events and activities
- Undertake other fundraising as necessary to meet agreed annual budget needs and to ensure the sustainability of the organisation.

General

- Actively develop and maintain strategic partnerships including with other NGOs, community groups, businesses, and local and central government.

Role Requirements

- Experience in and understanding of leading teams
- Experience in creating and delivering organisational strategy
- Experience in event and action organising
- Excellent communication skills (written and verbal)
- A highly adaptable and flexible approach
- Excellent analytical skills

You Should Have:

- Experience in budget management and administration
- Experience in volunteer management
- Digital skills (Should be able to effectively use social media platforms, Google Docs, Excel, Slack, Zoom), and the ability to quickly learn to navigate new programmes or platforms.
- Budget management
- Facilitation skills
- Strong commitment to the values of 350 Aotearoa

We believe that climate change disproportionately hurts the most marginalised people in society—including people of color, people from working class backgrounds, women and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalised communities.

We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, parental status, or disability status.

To apply, email your CV and cover letter outlining your meaningful or relevant experience to jobs@350.org.nz by 6 July, 2018.

