



## **Chief Executive Officer**

**Location:** Sydney

**Description:** The National Jockeys Trust is seeking a CEO to co-ordinate fundraising, event promotion and administration.

The National Jockeys Trust (NJT) is a public charitable trust established in 2004 for the purpose of providing funds and other benefits for the relief of the financial difficulties and needs of Jockeys and their families, especially where such needs arise through serious illness, injury, or death of a jockey.

Since the Trust was established, it has assisted more than 450 jockeys and their families with direct financial and other assistance.

The Trust has been endorsed by the ATO as an income exempt charity and as a deductible gift recipient (DGR) and has been registered by the Charitable organisations licensing agencies in all eight states and territories. It reports annually to the Australian Charities Not for Profit Commission (ACNC). Grants of financial assistance made by the Trust are strictly governed by the Trust Deed. [www.njt.org.au](http://www.njt.org.au)

### **The Opportunity**

The opportunity exists to become the Trust's CEO to further grow and develop the base established by the board of trustees and current executive officer. We seek a CEO with proven experience in business, public or not-for-profit sectors. We seek a leader with demonstrated experience in fundraising, managing budgets, complemented by your skills in strategic planning and implementation. Additionally, experience in the thoroughbred racing industry is highly desirable.

Ideally, you will have experience in marketing, fundraising, or account management and have a demonstrated understanding of the not-for-profit sector and the governance requirements for an ACNC registered organisation

This is a unique opportunity for the right person to grow the work of the Trust across Australia and bring care and support to jockeys.

The role is a part time position with WFH opportunities.

### **Position Description Chief Executive Officer**

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## **Purpose**

The Chief Executive Officer (CEO) develops and champions the work of the NJT in partnership with the Board to oversee the development of its strategic plan, to grow the organisation through increased professionalism of its operations, national networks, fundraising, and communications with racing, corporate and individual stakeholders.

The CEO is responsible for managing the day-to-day operations of the NJT to a high standard and is responsible and accountable to the Board for the effectiveness and adequacy of the NJT's processes, policies, people, culture and governance.

## **Key relationships and reporting structures**

The CEO reports to the NJT Board. The CEO facilitates efficient and effective communication and collaboration between the Board and the NJT's employees and volunteers. All NJT staff and volunteers report to the CEO.

As a not-for-profit, donor supported organisation, the CEO is the face of the NJT, and will nurture relationships with the NJT supporter community and racing industry.

## **Strategic fundraising leadership**

- Ensure that the NJT's strategic plan is implemented, and fundraising targets delivered.
- Deliver fundraising, events, activities, media and communication targets.
- Grow the NJT's financial resources through effective, efficient, vision-focused fundraising initiatives.
- Deliver effective relationship engagement of corporate, personal and high net worth donors, ensuring ongoing engagement and participation with the NJT.

## **Prudent financial leadership**

- Ensure the maintenance and continuous improvement of sound financial practices and policies.
- Prudently manage the NJT's financial resources.
- Ensure that the NJT complies with all relevant corporate and regulatory requirements.
- Provide the Board with monthly accounts.

## **Energetic communications leadership**

- Represent the views and aspirations of the NJT to internal and external stakeholders in a way that enhances the reputation of the organization.
- Identify and establish productive working relationships with relevant government, private and not-for-profit organizations and agencies.
- Ensure the Board is provided with timely, strategically focused reports in advance of each board meeting.
- Ensure the Board is fully informed on all aspects of the functioning of the NJT including proactively advising the Board of risks to the organization.

## **Essential skills and capabilities**

The CEO will demonstrate the following skills, capabilities and experience:

- A high level of personal integrity, enthusiasm and alignment to the NJT's mission.
- Appropriately qualified or senior management experience.
- A graduate of the Australian Institute of Company Directors (GAICD) would be looked upon favourably.
- Advanced fundraising skills and capacity to engage with and recruit high-net-worth donors.

- Advanced interpersonal skills relating across a broad spectrum of the community.
- Adept financial and budget management skills.
- High level oral and written communication skills.
- Demonstrated experience in high level strategic planning.
- Demonstrated capacity to lead change in complex environments.
- Engagement in and knowledge of the thoroughbred racing industry will be an advantage.

### **Performance and commitment**

- Probation period of 6 months.
- Occasional attendance at evening and/or weekend events/functions.
- Workplace located in the Sydney metropolitan area plus working from home opportunity.
- Occasional intra-state and inter-state travel may be required.