



## **Job title: Chief Executive Officer**

**Reports to:** Chair and responsible to the Board of Trustees

**Direct Reports:** Head of Finance and Operations, Head of Programmes and Partnerships, & Business Development Manager (see organisation chart)

### **Job purpose:**

Providing leadership, direction and management of Two Ridings Community Foundation, the Chief Executive ensures the Foundation delivers its mission, strategies and charitable objectives, as determined by the Board of Trustees.

They take prime responsibility for developing strong, trusted and long-lasting relationships with donors and other key stakeholders and bringing in new donors creating new funds and raising our endowment.

The Chief Executive ensures that the team is cohesive and motivated to deliver excellent programmes of activity based on a shared commitment to the charity's long-term vision. That the Foundation's reputation for its quality of grant making and community insight is maintained and has integrity.

The following is a comprehensive list of the CEOs duties.

### **Job Description**

#### **1. Strategy, planning and governance**

- Ensure Two Ridings Community Foundation's vision and strategy remains compelling and tackles the pressing needs identified within the communities of North & East Yorkshire, working in partnership with the Board of Trustees and Staff Team.
- Lead on the development of Two Ridings' business plans to deliver the objectives and priorities of the Foundation, in collaboration with the Senior Leadership Team to present to the Board of Trustees plans that are ambitious, yet realistic and adequately resourced.
- Provide organisational leadership, working with the Senior Team to deliver the agreed business plans, reporting appropriately to the Board of Trustees on progress against the agreed priorities and plans
- Support the Chair to further develop the Board of Trustees as an effective, cohesive and engaged team.

## **2. Leadership and management**

- Work with the Senior Team to ensure inclusive and effective leadership, and that development support is in place to sustain a positive culture where people are valued and supported to excel and achieve our plans.
- Responsible for the financial sustainability and probity of Two Ridings Community Foundation and its invested funds
- Together with the Head of Finance & Operations, ensure that appropriate financial plans and budget monitoring are in place to enable the Board of Trustees and Senior Team to effectively set and monitor budgets.

## **3. Donor development**

- Cultivate and secure new donors to bring in new funds, focusing on significant donations across all sectors.
- Responsible for relationship management systems for all existing donors and have a key personal role in curating and further developing opportunities with major donors and donor organisations.
- In conjunction with the Business Development Manager, ensure that Two Ridings Community Foundation donor development and related plans deliver the organisation's targets for donor income, including writing grant applications, maximising agreed development opportunities and monitoring performance against the plan.
- Respond to needs for emergency funding, including launch and manage appeals, manage distribution at pace to beneficiaries, associated media and communications, in partnership with the senior management team.

## **4. Community leadership, knowledge and philanthropy**

- Position Two Ridings Community Foundation as a leading authority on the needs in communities in North & East Yorkshire, highlighting current and future challenges to ensure that support from Two Ridings and other organisations is effectively targeted.
- Identify and develop relationships with key sources of funding at local, regional and national levels to ensure Two Ridings Community Foundation is well positioned to leverage or attract external funding for North & East Yorkshire.
- Further develop the Two Ridings' understanding of needs in the communities of North & East Yorkshire and ensure that this is used to inform future grants strategy and policies as well as our positioning.

## **5. Grant-making and other programmes**

- Accountability for ensuring that appropriate grant-making policies and processes are in place to facilitate effective grant-making, in partnership with the Head of Programmes & Partnerships.
- Accountability for ensuring that the impact of Two Ridings' grant-making is understood and widely promoted to support further donor development, working in partnership with the Head of Programmes & Partnerships.
- Ensure that all funds awarded effectively match donor interests with local needs, and vice versa.

## **6. External profile, PR and relationship building**

- Further develop the profile of Two Ridings at a high level across the area, regionally and where appropriate nationally, across the private, public and third sectors promoting its work and reputation.
- Develop strategic relationships with key stakeholders and organisations across North & East Yorkshire, including the business community, public sector, third sector and community groups, the NHS and the media.
- Lead the Two Ridings' engagement with the UK Community Foundation network and individual Community Foundations.

## Two Ridings Community Foundation CEO Person Specification

<b>Experience and knowledge</b>	<b>Essential or desirable</b>	<b>How evidenced</b>
Proven experience in developing organisational strategy to achieve long term objectives and business plans	Essential	Application & Interview
Experience of working effectively with an accountable body e.g. a Board as part of a Senior Management team, including Non-Executive Directors or Trustees.	Essential	Application & Interview
Experience of leading, developing and motivating a team to deliver high levels of organisational performance, plus a track record of delivering against personal targets and objectives.	Essential	Application & interview
A track record in business development and building relationships.	Essential	Application
Financial literacy and experience of managing budgets.	Essential	Application
Successfully attracting funding in the private, charity / or public sectors.	Desirable	Application
An understanding and commitment to the voluntary sector and familiarity with philanthropy and grant making.	Desirable	Application
Knowledge of place and relationships in North & East Yorkshire and commitment to its communities	Desirable	Application
Knowledge of the legal environment - charity law, GDPR and professional codes and standards.	Desirable	Application

<b>Skills and abilities</b>	<b>Essential or desirable</b>	<b>How evidenced</b>
An inclusive and facilitative leadership style, with the ability to inspire, engage and motivate staff, volunteers and trustees.	Essential	Interview
The ability to inspire, engage and build trusted relationships with all stakeholders especially donors and beneficiaries	Essential	Interview
Thoughtful, empathetic communicator able to listen and engage in a broad range of settings with a variety of people	Essential	Interview
A strategic thinker who has the ability to innovate and drive change but can also be hands on and practical within an organisation with limited resources and make difficult decisions when necessary.	Essential	Application and Interview
Ability to identify opportunities and make them happen.	Essential	Application and interview
The ability to undertake extensive travel throughout the region both in cities and rurally including some weekends and evenings.	Essential	Application form

<b>Personal qualities</b>	<b>Essential or desirable</b>	<b>How evidenced</b>
Inspiring, driven to change lives	Essential	Interview
High integrity	Essential	Interview
Collaborative and generous, able to connect and forge relationships at all levels	Essential	Interview
Empowering, committed to developing others to achieve their full potential	Essential	Interview
Strategic and adaptable, able to deliver change and make an impact	Essential	Interview
An understanding and commitment to removing barriers and creating environments that support equity, diversity and inclusion	Essential	Interview
Curious & open approach to challenge and complexity	Desirable	Interview
Appreciative of different perspectives	Desirable	Interview



## Organisation Chart - December 2022

