

Sir Andrew & Lady Fairley Foundation

(Fairley Foundation)

Part-time Executive Officer Position Description

Role

Executive Officer working between one and two days each week.

Position

Based in Melbourne with visits monthly to Shepparton.

Background

The Fairley Foundation is a Testamentary Philanthropic Trust operating within the Goulburn Valley created on the death of Sir Andrew Fairley in 1965. Governed by nine Trustees, six of whom are family members, its mission is to drive momentous social and cultural change in Greater Shepparton, and to enhance the liveability within that community.

Over the last 55 plus years, the Foundation has made hundreds of grants to numerous organisations within Shepparton and the Goulburn Valley. Most recently, it has taken a lead in the philanthropic sector, promoting the benefits of place based funding, and seeding the establishment of the Greater Shepparton Foundation as a Public Benevolent Institution and DGR1.

Key outcomes of the last 10 years include:

- The catalysing of The Greater Shepparton Lighthouse Project, which supports greater engagement of young people in education and employment.
- Active participation in the establishment of the new Shepparton Art Museum (SAM) built on the banks of Victoria Lake.
- Establishing, in conjunction with others, the Greater Shepparton Foundation as a DGR1 to focus place based funding for those people in necessitous circumstances in Greater Shepparton.
- Expansion of the Heinze Music Program providing high quality music education from pre-school through to primary and high schools in the Mooropna and Shepparton area.

The Foundation has had three Executive Officers over the last 12 years, and is now seeking to appoint a new person to the role. This individual will continue to expand on recent work to increase the Foundation's reach within the local community and the external philanthropic community, with a particular focus in education, arts and culture.

Duties

Community outreach and grant making

- Proactive outreach to community leaders and organisations with potential to form grant based relationships, including discussion on co-design of projects and strategies, establishment of program measurement and evaluation paradigms.
- Research and presentation of education, arts and culture grant opportunities to trustees.
- Database management.
- Understanding the needs of art, cultural and education providers to assist in the joint funding of projects to make Shepparton and the Goulburn Valley a more liveable community.

Engagement with the philanthropic sector

- Participation in philanthropic sector events within Melbourne and liaison with relevant sector partners.
- Facilitation of co-funding projects in Shepparton.

Communications

- Social media engagement to promote local leaders and organisations within the broader Shepparton community.
- Preparation of regular newsletters to the local and expanded philanthropic community.
- Preparation of an Annual Report.

Events

- Organising and supporting the Annual Fairley La Trobe Lecture.
- Participation in community grant making promotions.
- Attending occasional local events associated with funded programs

Financial

- Liaising with Stubbs Wallace in Shepparton re payment of grants and preparation of budgets and reconciliation of accounts.
- Financial reporting for Trustee meetings with Stubbs Wallace

Working with Trustees

- Preparation of papers for quarterly board meetings.
- Participation in and preparation for annual strategy session.
- Taking minutes of trustee meetings.
- Engaging with trustees to harness particular relevant skills.

Administration

- Ability to operate effectively from home office.
- Maintain and use of reporting grant database.

Key attributes

We would prefer the successful candidate to have the following qualities and attributes:

- Ability to assess potential of projects and their impact.
- Ability to make judgements about appropriate partners.
- Flexibility to work with a wide range of people and organisations including community, government, philanthropy and business.
- Experience in measurement of outcomes of social programs.
- Skills in project management.
- Ability to think strategically.
- Ability to facilitate discussions involving diverse groups of people and bringing out the best in all of them.
- Capacity to build and maintain trust based relationships.
- Comprehensive knowledge of how the NFP and philanthropic sectors work.
- Humility.