



## Job Description

### JOB TITLE **Chief Executive, Wellington Community Trust**

**Role of the Trust:** The Wellington Community Trust is an independent funder in the wider Wellington region. The Trust manages a significant investment portfolio and makes grants to the community from its investment returns. The Trust supports groups that work to enhance the Wellington region and enrich the lives of the people who work and live here.

*Our vision is: Engaged people, connected communities and sustainable environments across the Wellington region.*

*Our mission is: To prudently manage and effectively distribute the Trust’s funds to enhance people’s lives and the environment of the Wellington region.*

**Purpose of role:** The Chief Executive is responsible for ensuring the Trust’s mission, vision and grants strategy are implemented effectively.

**Role reports to:** The Chairperson and Board of Trustees.

**Salary range:** \$130,000 - \$160,000 pa.

**Location:** Wellington CBD.

### Key functions:

Internal (organisational) leadership	
1. Mission and strategy leadership	<p>Provide leadership and strategic thinking alongside the Board to articulate the Trust’s mission, vision, strategy and business plans. Communicate them effectively within the Trust and ensure that they serve continuously as an inspiration and guide, and execute them.</p> <p>Research, engage and facilitate community conversations and consult widely to understand community strengths, issues and opportunities and identify potential responses by the Trust. Work with the Board and staff to identify grant making priorities.</p>

2. Board relations	<p>Work with the Board to help ensure that it is properly constituted and trained to govern effectively.</p> <p>Provide excellent advice and reports to the Board.</p> <p>Work with the Board in a manner which is transparent, open, trustworthy and accessible.</p>
3. Te Tiriti o Waitangi	Lead the organisation to understand, honour and implement its commitment to Te Tiriti of Waitangi.
4. Values and ethical standards management	Work with the Board and staff to ensure adoption of, and adherence to, appropriate values and ethical standards in all Trust business.
5. Identity and communications management	Work with the Board and staff to ensure proper care and development of the Trust's history, culture, reputation and image.
<b>Internal (organisational) management</b>	
6. Staff management	<p>Lead an egalitarian and participative team culture.</p> <p>Ensure that staff are properly selected, supported and guided, and that their professional development is nurtured.</p>
7. Investment management	Work with the Board and the Convenor of the Finance Committee, and liaise with investment advisors, to develop investment strategy and implement the strategy effectively through external funds management, including appropriate reporting and monitoring.
8. Financial management	<p>Work with the Board and investment and financial advisors to ensure an appropriate financial model is in place, including an approach to maintenance of Trust capital in perpetuity, reserving policy and grants budgets.</p> <p>Work with the Board, Trust accountants and auditors to develop financial management systems and reporting that are effective and aligned with the Trust's vision/mission. Ensure that such strategies and systems are implemented well.</p> <p>Develop the Trust's annual budget; manage the budget and report accordingly.</p>
9. Grant making and other community contributions	Work with the Board and staff to develop grant making priorities and effective grant management strategies and systems aligned with the Trust's vision/mission. Ensure that such strategies and systems are implemented well.

	<p>Ensure grant applications are appropriately assessed and that all grants are appropriately paid and monitored.</p> <p>Work with the Board and staff to identify and deliver special projects in line with the priorities of the Trust and which add value to the Trust's grant making activities. This includes delivery of the annual Community Awards. This will also include developing priorities and strategy for the Trust's new Climate Change Fund and with our Kaitakawaenga to implement our \$1m Mana Whenua Fund</p>
10. Legal issues management	<p>Work with the Board and staff to ensure the Trust is compliant with all relevant legislation. Identify risks and implement strategies to mitigate those risks. Liaise with external legal advisors as appropriate.</p> <p>Keep in the forefront of mission and strategy, the Community Trusts Act (1999) and the Wellington Community Trust Deed (1989) and subsequent variations.</p>
11. Accountability and evaluation management	<p>Work with the Board and staff to establish accountability standards and systems that track the Trust's effectiveness and impact, with respect to the Trust's investments, management and grant making. Oversee reporting to the Associate Minister of Finance and liaise with the Department of Internal Affairs.</p>

<b>External Leadership</b>	
12. Leadership in philanthropy	<p>Think strategically about the field of philanthropy in New Zealand. In particular, contribute to the Combined Community Trusts of New Zealand, Philanthropy New Zealand and networks of philanthropic organisations within the greater Wellington region.</p>
13. Issue-area leadership	<p>Contribute to the vision and thought leadership in the Trust's focus areas.</p>
14. Partnership management	<p>Engage and work collaboratively with other philanthropic funders, local and central government, and grantees for greater social impact.</p> <p>Ensure strong links with community sector organisations around the region.</p>

## Competencies required:

Know about:	Be able to:
<p>The nature, contribution and values of philanthropy in New Zealand.</p> <p>The role of the Community Trusts in philanthropy.</p>	<ul style="list-style-type: none"> <li>• Contribute to thought leadership in philanthropy.</li> <li>• Engage effectively with national and regional leaders in philanthropy.</li> <li>• Collaborate with other funders and the Community Trusts of New Zealand.</li> </ul>
<p>The nature, and values of the community and voluntary sector in New Zealand.</p> <p>The role of philanthropic grant making in the work of the community and voluntary sector.</p>	<ul style="list-style-type: none"> <li>• Engage effectively, facilitate conversation and work collaboratively with community leaders and community groups from a diverse range of communities, including iwi and Māori, Pasifika, migrant and refugee communities, and across different sectors, including arts, sport and recreation, social service, community development and environment.</li> <li>• Develop and evaluate grant making strategies and systems in line with Trust priorities and which strengthen and enable community groups to make a difference in their communities.</li> <li>• Bring to the Board grant recommendations which are aligned with Trust priorities.</li> </ul>
<p>Current social and community issues and imperatives</p>	<ul style="list-style-type: none"> <li>• Provide the Board with research and advice to support the development of grant making priorities.</li> <li>• Analyse and think strategically about community issues and possible responses.</li> <li>• Monitor demographic and social changes and relate them to the Trust's priorities and strategies.</li> <li>• Understand the processes and aspirations of the diverse communities of the region, including Mana Whenua and Māori communities, Pasifika communities, migrant and refugee communities, and relate them to the Trust's grant making strategies.</li> </ul>
<p>Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> <li>• Understand Te Tiriti o Waitangi and how the Trust can embed its principles into the way we work.</li> <li>• Foster strong, collaborative relationships with Mana Whenua in the Wellington region.</li> </ul>
<p>The principles of institutional investment</p>	<ul style="list-style-type: none"> <li>• Analyse the role of financial asset classes and contribute to investment strategy.</li> <li>• Support the Board's institutional investment governance role and fiduciary responsibilities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise effectively with the Trust’s investment advisors and fund managers to ensure outstanding management of the Trust’s investments.</li> <li>• Monitor and report on the Trust’s investments.</li> <li>• Ensure the Trust’s financial model for maintaining the capital value, reserving capital and setting grants budgets is appropriate and reviewed regularly.</li> </ul>
<p>Personal decision-making and communication style</p>	<ul style="list-style-type: none"> <li>• Make clear and timely decisions.</li> <li>• Seek appropriate information for leadership-level decision-making.</li> <li>• Delegate decision-making and responsibilities appropriately.</li> <li>• Write and speak effectively and compellingly.</li> <li>• Represent the Trust with mana.</li> <li>• Communicate in an open, thoughtful and respectful manner with a wide range of people, including listening well to community voices.</li> <li>• Communicate in a way which honours the diverse backgrounds and cultures of communities.</li> <li>• Collaborate effectively.</li> <li>• Engage with external stakeholders with purpose and integrity.</li> <li>• Resolve communication difficulties.</li> <li>• Manage competing interests.</li> </ul>
<p>The Board’s governance style, aspirations and responsibilities</p>	<ul style="list-style-type: none"> <li>• Work well with all Board members and nurture their contributions.</li> <li>• Communicate clearly and effectively (both orally and in writing) with the Board to facilitate their decision-making.</li> <li>• Develop a ‘no surprises’ and productive working relationship with the Board.</li> <li>• Support the chair in his or her leadership role.</li> <li>• Be accountable to the Board.</li> <li>• Contribute to governance development.</li> <li>• Assist in the development of appropriate Board policies and standards.</li> </ul>
<p>Principles of effective management to lead a small high performing team in a modern regional philanthropic trust</p>	<ul style="list-style-type: none"> <li>• Lead a positive, participative and egalitarian team culture.</li> <li>• Model, lead and develop excellent performance in all aspects of the Trust’s work, from administration, to communication, grant making, and investment and financial management.</li> <li>• Create a learning culture and nurture professional development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage change.</li> <li>• Manage risk effectively.</li> <li>• Draw on external expertise effectively to enhance the work of the Trust.</li> <li>• Develop accessible, transparent communications strategies and practices.</li> <li>• Ensure appropriate financial management systems are in place and operating effectively, including implementing appropriate internal controls.</li> <li>• Develop, adhere to and report on annual budgets.</li> <li>• Critically read financial statements, assess financial performance and engage in the financial auditing process.</li> <li>• Ensure appropriate IT resources to enable the work of the Trust.</li> <li>• Manage legal compliance.</li> <li>• Ensure the Trust is a good employer.</li> <li>• Ensure written policies are in place.</li> </ul>
Appropriate processes and content for vision, mission, strategy, and business plans	<ul style="list-style-type: none"> <li>• Think strategically.</li> <li>• Initiate processes for and contribute to effective vision, mission and strategy setting.</li> <li>• Analyse external environments, opportunities for community impact, and potential collaboration.</li> <li>• Embody the Trust’s vision and mission in all its operations.</li> </ul>

### Person specification:

1. Demonstrated experience in a senior leadership role, preferably in the community or philanthropic sector.
2. Proven commitment to honouring Te Tiriti o Waitangi.
3. Proven commitment to community building, community development and sustainability principles.
4. Experience in financial stewardship.
5. Attention to detail.
6. Strong track record of running high quality processes and systems.
7. Demonstrated skills in engagement, collaboration, negotiation and influencing.
8. Experience in working with a board.
9. Outstanding oral and written communication skills.
10. High level of cultural competence.
11. Entrepreneurial and innovative thinking.
12. Connections to Te Ao Māori and knowledge of tikanga and Te Reo Māori is desirable.
13. Knowledge of investment, including impact investing, is desirable.

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