

Chief Executive Officer Not-for-Profit Organisation

"Hands on" Operational Role

Salary: \$120,000.00 plus superannuation
Term: 3 years subject to satisfactory annual performance reviews

This Association is the peak body in Victoria, representing owners and breeders of pure breed dogs, with more than 280 affiliated individual clubs, plus a large individual membership base.

Reporting to the Management Committee you will assist towards the provision of all services to members of the Association ensuring the achievement of their strategy, annual goals and objectives. Liaising with staff, Management Committee, members and clubs you will manage the implementation of Association and committee projects, coordinating and managing financial and day-to-day administration activities, developing and implementing policies, procedures and processes, and ensuring compliance by members with the Rules and Regulations of the Association.

A very significant function is the representation of the Association in its dealings the responsible Minister, the governing state department; the RSPCA, other peak bodies, the media and the community. To achieve this function, excellent written and oral communication and negotiation skills are essential.

You will be required to efficiently run a small staff attending to diverse tasks; attend meetings, act on correspondence, ensure the timely publication of a monthly gazette, the maintenance of a register of financial members, the registration of canines, clubs, and affiliate members, overseeing the maintenance of the grounds etc., all with a positive outcome of delivering quality services to the members. Part of this role is to also build relationships, action plans, problem solve, implement change, grow the membership, ensuring you provide benefits and/or cost reductions to the Association.

This exciting opportunity will appeal to those who are professional, have had an administrative, operational management role with evidence of strong leadership skills, proven financial management experience; strong verbal and written communication skills, a proven track record with a membership based organization, the ability to think outside the square with sound business acumen skills.

It is preferred that you have tertiary qualifications in a business discipline but candidates with demonstrated equivalent experience will be considered.

A Duty Statement is available from Jacinta Baker (T: 9788 2510; F: 9788 2599)
Please email your position application and resume to: jbaker@dogsvictoria.org.au

Applications close 14 December 2016.