



Job Title: Executive Director

Hours: Full time, 37.5 hours per week, although flexibility will be needed to sometimes work beyond this, due to the nature of the charity. There will also be a requirement to attend events on evenings and weekends.

The Role

The Chief Executive Officer will have day to day responsibility and operational management of the charity. A strategic leader, you will work alongside the Board of Trustees to set the strategy and priorities of the charity. With gravitas and seniority of approach, you will leverage the existing network and identify and drive forward potential opportunities for sustainable growth. With experience in a similar role, and demonstrable financial acumen, you will understand basic accounting concepts, particularly in a charitable environment, and the fundamentals of budgeting to guarantee the long term sustainability of the charity. With a working knowledge of UK Corporate Governance, particularly in relation to a charitable environment, you will enable and support the charity's compliance with relevant legislation and regulations. You will promote the attitudes and culture where everything works towards fulfilling the charity's vision. Working with the Board of Trustees, you will ensure that the charity's decision-making processes are informed, rigorous and timely, and that effective delegation, control and risk-assessment, and management systems are set up and monitored.

Reporting to:

The Chair of Trustees

Main Tasks & Key Responsibilities

Strategy, Planning and Control

- Develop the charity's strategic business plan, in response to key strengths, weaknesses, opportunities and threats and in conjunction with the Trustees.
- Manage the charity effectively, ensuring that its financial security, asset management, policy, procedure and risk appraisal is maintained and enhanced.
- Lead the development and implementation of the charity's strategic goals, objectives and financial plans to meet both the short term and long term business plan aspirations.
- Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the charity's activities, taking appropriate action as required.
- Develop a culture of continuous improvement throughout all aspects of the charity's work.

Financial Management

- Work with the Trustees to oversee budgets, expenditure and management accounts ensuring that income and expenditure is within annual business plan targets.
- Work with the Trustees to ensure the overall financial health of the charity.
- Establish and monitor key indicators of the charity's impact and financial health.



- Identify and put in place an effective risk management strategy and framework for the charity to support business plan objectives and robust financial and strategic management.

Fundraising

- Communicate regularly with Chair and Trustee Board to keep abreast of and contribute to the fundraising strategy and requirements of the charity.
- Work with Trustees and sub-committee to lead the delivery of a yearly programme of fundraising and corporate partnership events.
- Ensure a sustainable income from individual, corporate, legacy and trust donations, including the management of relationships.
- Identify and lead the charity in the submission of new grant, bid and funding opportunities.
- Work in partnership with the LoveBrum Fundraising Committee in the delivery of the fundraising plan and the achievement of fundraising targets
- Connect with own senior level stakeholders who may have an interest in supporting / an ability to support the organisation and 'open fundraising doors'.
- Identify, through networking, new contacts with the community, the corporate sector and key individuals who may be able to support LoveBrum and make approaches as appropriate.
- Work with key stakeholders to ensure supporters, volunteers and fundraisers have all necessary support and resource to raise funds effectively.
- Represent LoveBrum at functions or fundraising presentations as appropriate, with some evening and weekend work required.
- Lead LoveBrum HQ to ensure that there is an effective communication strategy in place for each fundraising campaign.
- To ensure all fundraising is compatible with LoveBrum's brand and values.
- Alongside relevant stakeholders, conduct a fundraising de-brief after each campaign to ensure the highest standards are maintained.

Robust Governance

- Develop and ensure good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil statutory responsibilities and exercise effective control of the charity's affairs.
- Supply regular reports to the Trustees and attend trustee and sub-committee meetings.
- Report to the Trustees on progress against the charity's key strategic objectives, providing information and answering for organisational performance.
- Advise the Trustees in all aspects of leading the charity, including short term and long term strategic planning for the financial welfare of the charity, human resources management, fundraising, communication and public relations.
- Maintain awareness of risks and changes in the external environment that affect the organisation, taking action as required.
- Establish mechanisms for listening to the views of our beneficiaries on the organisation's performance.



Leadership

- Leading by example, ensure the charity's staff and volunteers are focused on achieving its mission and aims.
- Provide leadership to the charity and to take responsibility for the effective delivery of all functions within the strategic and accountability frameworks established by the trustees.
- Lead and manage a small team of staff, including supervision of day to day tasks, delegation and management of the charity's administrative and events function.
- Conducting regular appraisals, team meetings and one to ones with the team to develop a culture which motivates all staff to enable them to provide a high quality service to all stakeholders.
- Lead key strategic projects including those bringing significant change for the charity, ensuring that risks and threats are robustly managed.
- Be an inspirational leader for the organisation, so that it consistently achieves excellence, and invites innovation and change.
- Promote the charity so as to ensure a positive external image and highly motivated workforce.
- Represent the charity at external events and publicity opportunities. Represent the organisation to the media and give interviews where required.
- Work with the trustees and sub-committees to achieve success of projects. Ensuring projects are well organised and to the benefit of all relevant stakeholders.

General requirements

- Participate in internal/external meetings and training as required.
- Participate in regular supervisions and annual appraisal with the Chair of Trustees.
- Ensure that the charity's Policies and Procedures are adhered to at all times.
- Work in accordance with the charity's culture, values, aims and objectives.
- Act as a positive ambassador for the charity at all times.
- Undertake any other duties that may be reasonably required from time to time.
- Must be flexible regarding working hours and able to attend other venues and show willingness to devote the necessary time and effort.
- Demonstrate commitment to the organisation.
- Demonstrate strategic vision and the ability to focus on practical issues.
- Demonstrate good, independent judgement.
- Have ability to think creatively.
- Have willingness to speak your mind.
- Have an understanding and acceptance of all required legal duties, responsibilities and liabilities.
- Have the skills to analyse proposals and examine their financial consequences.
- Have the ability to work effectively as a member of a team.
- Have willingness to be available to other Trustees and the Chair for advice and enquiries on an ad hoc basis.
- Must be able to attend monthly board meetings.
- Flexibility to travel around the Birmingham area so a driving licence is essential.
- A network of contacts and a willingness to make approaches to some of these people to gain support for the charity.
- Strong persuasion and influencing skills.



- Strong networking skills.
- Strong presentation / public speaking skills and good “people” skills.
- Acknowledging the need for professional sharing of information with relevant parties, you will be required to maintain a strict confidentiality of information conveyed at all times.