

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Leadership & General Management – Not-for-Profit

EXAMPLE 1

CAREER PROFILE

An experienced, results-focused C-suite executive with extensive knowledge of health, aged care, not-for-profit and membership associations.

Comfortable at the forefront of healthcare advocacy and well-versed in responding to aligned social issues, I am a leader of people, companies and communities.

Demonstrated record of outstanding strategic leadership, risk governance, policy development, operational management and exceeding business and financial KPIs.

SKILLS & ATTRIBUTES

- Strategic planning and implementation at organisational and industry level
- High level commitment to strong governance, risk management and mitigation, continuous quality improvement and assurance
- Broad business development experience, including bidding and negotiation of major opportunities and contracts, and business transitioning
- Full P&L responsibilities inclusive of annual budget preparation, financial analysis and Board reporting
- Initiating, negotiating and completing major transactions, including joint ventures, business acquisitions and divestments and major supply agreements
- Proven ability to manage organisational change through a structured and systematic approach
- People management including recruitment, retention, development and associated IR/ER issues
- Demonstrated ability to establish and leverage effective relationships with key stakeholders
- Strong written and verbal communication including the preparation of complex briefings, submissions and presentations
- Self-motivated, with a strong work ethic and 'can do' attitude, bringing drive and energy to all tasks

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EXAMPLE 2

PROFILE

My successful career across government and the not for profit (NFP) sector has been built on degree in Social Work and post graduate qualifications in business, management and leadership. Steady progression through operational and managerial roles, culminating in the position of Chief Executive Officer, Connections UnitingCare, has enabled me to develop a highly competent management style, complemented with proven expertise in strategic planning, advocacy, public policy development and implementation, infrastructure management, leadership and governance.

SKILLS & ATTRIBUTES

Strategic Planning and Policy

- High level policy advice on joint sector / Government expert panels and through sector peak body leadership experience
- Extensive understanding of the NFP sector
- Strategic thinker with a track record of developing and implementing strategies, action plans and policies to achieve broader sector or specific organizational outcomes
- Board membership and contributor to strategy in the Child and Family Welfare and Catalytic Philanthropy arenas

Leadership and Management

- Demonstrated executive leadership style that engages staff and delivers optimal performance through a thoughtful collaborative and accountability based approach
- Executive management experience that delivered sustainable and thriving organisations
- Extensive experience with business planning and budget control for up to \$29+ mil /annum operation
- Ability to identify and lead change and continuous improvement initiatives
- Keen driver of continuous innovative approaches for organizational excellence, sector leadership and sustainability
- Full profit and loss responsibility
- Compliance leadership and oversight to ensure accreditation and safety compliance
- Governance responsibilities
- Risk management systems establishment and oversight
- Advocacy at both a state and national level through both peak body and UnitingCare social policy leadership
- Change management through restructuring and innovation planning implementations

Sector Specific Skills

- Extensive understanding of the NFP / Community Services sector
- Extensive experience in informing social policy, research and service implementation issues in consultation with government, the sector and the Uniting Church community services nationally
- Focus on ensuring superior customer service
- Understanding of catalytic and other philanthropy in relation to community services

Interpersonal Skills and Collaboration / Stakeholder Management

- Wide-ranging stakeholder relationships across government and in related service sectors; through establishing, networking and collaborating with key stakeholders
- Highly developed conceptual, analytical, synthesising and problem solving abilities
- Proven capability to transfer holistic conceptual ideas into creative and socially innovative solutions

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EXAMPLE 3

PROFILE

With qualifications in General and Psychiatric Nursing, Systemic Family Therapy and Practice Teaching in Social Work, I have over 16 years' experience in executive leadership roles in the not-for-profit sector.

I have particular experience in managing complex programs with multiple stakeholders across practice, policy and research.

As an activist for children, I believe that every child matters and has the right to be happy, safe and well.

SKILLS & ATTRIBUTES

- Breadth of experience in designing, developing and disseminating programs in health, education and community services in Australia and the UK, with a focus on inclusion of infants and families experiencing vulnerability and disadvantage
- Applying intentional outcome based logic processes to common investment opportunities in service contract negotiations, policy reforms; research and advocacy agendas
- Comprehensive stakeholder partnership management experience at both strategic and operational levels
- Strong team, organisational and sector leadership, underpinned by an applied systemic theory base and a capabilities philosophy that informs my leadership and management style
- Sound commercial acumen including budgeting, forecasting, financial, operational management and reporting
- Considerable expertise in program evaluation and research
- Policy development and advocacy across all levels of government
- Strong interpersonal, negotiation and communication abilities (written and dialogue)
- Personal and professional commitment to social justice that is a foundational and active motivator

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EXAMPLE 4

PROFILE

I am an energetic, respectful, action oriented, reliable, and inclusive leader/manager with almost 25 years experience in the Health and Community Sectors. I have held executive management and leadership positions for 20 years and worked in a variety of fields including: Child Protection, Disability, Legal System, Community Health, Child Focused Post Court Separation, HIV and GLBTI Service System, and Early Childhood Services within a Family Services context. Prior to this I gained significant experience in the catering and retail industry.

SKILLS & ATTRIBUTES

Management and Leadership

- Demonstrated successful service outcomes based on a management style that builds confidence and capacity of staff and a creates strong team and organisational ethos
- Managing continuous quality improvement, auditing and accreditation processes
- Successful development and implementation of Strategic, Operational and Marketing Plans
- Risk management planning and mitigation
- Budgeting and sound financial and commercial management
- Managing change in a variety of settings including integration of services and programs
- Creative, lateral and inclusive approach to resolving management Issues
- Sound appreciation of human resource management procedures including recruitment, retention and performance management
- Demonstrated ability in preparation of reports and meeting all contract requirements
- Excellent organisational , planning, time and project management abilities
- Managing teams both paid and volunteers and providing support to staff in multiple locations
- Creating and modifying systems to ensure complimentary match for service and staff requirements
- Site management – including security, OH&S management, incident and risk management
- Policy development to support service delivery and organisational development

Client and Stakeholder Management

- Ability to develop, build and maintain effective relationships with key internal and external stakeholders
- Proven success in developing relationships with fund raisers, sponsors and patrons
- Ability and awareness of the need to balance competing and sometimes conflicting agendas
- Developing positive relationships and achieving project success with the Indigenous Community
- Capacity to establish a balance between service provision demands and requirements of key stakeholders and contract managers

Communication and Interpersonal

- Empathetic, compassionate and enjoy motivating others to achieve service outcomes
- Exceptional oral and written communication abilities (including active listening) in multiple formats to various audiences
- Self-directed and disciplined
- Solution oriented, with a collaborative approach to resolving problems
- Ability to stay calm and work under pressure, adaptable and flexible

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EXAMPLE 5

PROFILE

A highly credible senior manager within the Community Services Sector who has progressed through a series of promotions across a diverse range of role contexts over the past fifteen years. Sector experience spans: early parenting services, family support programs, early childhood education & care, contracted case management of high risk clients, disability services, placement & support, policy and practice development.

CAREER OBJECTIVE

I am seeking a senior role within the Community Services Sector with a leading not-for-profit organisation or government agency that will utilize my strong leadership, operational and project management capabilities together with my sound communication and interpersonal attributes. I am open to permanent or contract roles.

SKILLS & ATTRIBUTES

- Facilitate the delivery of high quality services to meet the complex needs of vulnerable and marginalised children and families
- Demonstrated competence in operational management of community services within the not-for-profit sector
- Effective management of program reporting requirements across state and federal funding bodies such as the Department of Health and Human Services (DHHS), the Department of Social Services (DSS) and the Department of Education and Training (DET)
- People management including staff selection, recruitment and retention, staff supervision and associated IR/ER issues
- Proven ability to build workforce capacity and foster collaboration
- Sound judgment and decision making with a proven ability to lead and manage change
- Strong analytical and conceptual abilities
- Financial management including budget preparation and achieving financial targets
- High level commitment to strong governance, risk management and continuous quality improvement and assurance
- Extensive knowledge of the community services sector, current challenges and future directions
- Substantial contribution to strategic planning, service development and implementation
- Demonstrated ability to establish and leverage effective relationships with key stakeholders
- Hardworking, motivated, flexible, trustworthy and loyal
- Strong written and verbal communication including the preparation of complex briefings, submissions and presentations
- IT literacy – MS Office, database and project planning