

POSITION DESCRIPTION



CHIEF EXECUTIVE OFFICER

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| Position Title: | Chief Executive Officer |
| Department: | Management |
| Reporting Relationship: | Board of Directors |
| Last Updated: | September 2023 |

VISION

To provide platforms for cultural exchange and economic opportunity for Queensland Indigenous artists.

VALUES

Authenticity – Create an ethical marketplace that will educate audiences through Indigenous knowledge and control and personal engagement with the artists.

Connection to Culture and Country – critical for Indigenous artists and communities for cultural maintenance and the development of artistic practices for expressing culture through art form.

Economic opportunity – acknowledged in the business model that enables financial return to artists and the viability of CIAF.

Vibrancy – CIAF offers a world-class marketplace and opportunities for cultural exchange that inspire locally, nationally and internationally.

Equity – CIAF is committed to the employment, training and professional development of Aboriginal and Torres Strait Islander people.

Leverage existing markets and develop new markets for Queensland Indigenous art.

Grow audiences through immersive Indigenous arts and cultural experiences.

Build CIAF's national and international profile.

Contribute to development pathways for Queensland Indigenous artists.

Ensure the relevancy and viability of CIAF.

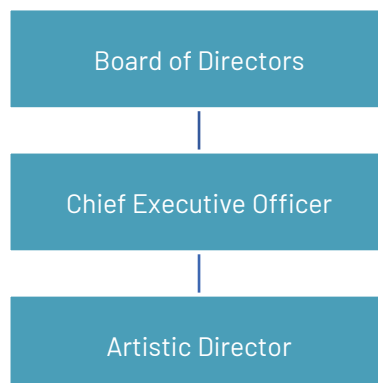
GOALS

Position Objective

Reporting to the Board of Directors, the Chief Executive Officer will be integral in the achievement of CIAF's vision through effective leadership, proficient financial acumen, and the development and growth of strategic partnerships.

Organisational Position

The Chief Executive Officer reports to the Board of Directors.



KEY RESPONSIBILITIES

Executive Management

- Provide management oversight and responsibility across CIAF to ensure the efficient and effective functioning of the organisation.
- Provide strong and clear organisational leadership to CIAF, and to CIAF's external stakeholders.
- Lead the development and implementation of strategic and business plans for the operation of CIAF, in alignment with CIAF Board and organisational objectives, and in accordance with the CIAF Constitution, legal procedures, ethical practices and Indigenous protocols.
- Oversee the activities of CIAF staff and allocate financial and human resources to achieve agreed outcomes in accordance with approved plans and budgets.
- Ensure that CIAF complies with work health and safety obligations and take all reasonable steps to ensure that all workers are provided with a safe work environment free from any physical or psychosocial hazards.

Financial

- In liaison with the Board and with the support of Cairns Regional Council (CRC) Accountants and CIAF Audit and Risk Committee, oversee the development of annual operational budgets for CIAF.
- With support from CRC Accountants and the CIAF Audit and Risk Committee oversee income and expenditure to targets as set in the budget and hold ultimate responsibility for all financial matters within the organisation.
- Maintain high standards of financial accountability, governance and management practice at all times to ensure transparency and sustainability.

Program Delivery

- Ensure the successful delivery of the CIAF program by working closely with key Managers to lead the development and implementation of the annual events.
- Oversee the development and execution of sponsorship, venue and presenter contracts.
- Ensure all elements of the CIAF program and events include and promote ethical art practice within Indigenous art industry including the Indigenous Australian Art Commercial Code of Conduct.
- Provide the Board, sponsors and stakeholders with an evaluation of CIAF outcomes and processes and recommendations for future planning and directions.

Stakeholder Engagement

- Provide an efficient and effective liaison between the staff and the Board, in particular developing a strong working relationship with the Chair.
- Develop and maintain a strong stakeholder partner support base comprising Government, the arts industry, Indigenous communities and the private sector which delivers strong engagement and adds value in both financial and non-financial endorsement of the CIAF.
- Support the Artistic Director in the development of ethical and meaningful artistic partnerships.

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- Build and maintain relationships with philanthropic organisations, donors and sponsors to secure funding and resources to support CIAF's initiatives.

Business Development

- In conjunction with the Board, support and lead CIAF to:
 - Build the CIAF identity, program and profile locally, nationally and internationally;
 - Oversee implementation of Sponsorship and Fundraising Strategy to maintain existing and develop new CIAF partnerships, sponsorship and philanthropic opportunities; and
 - Proactively identify scope and develop new business opportunities consistent with core CIAF objectives.

Corporate Governance

- Ensure that CIAF's operations are within parameters set by the Board and that the Board is kept informed of all material developments.
- Where proposed transactions, commitments or arrangements exceed threshold parameters set by the Board, refer the matter to the Board for consideration and approval.
- Ensure that the Board is provided with sufficient accurate information on a timely basis in regard to CIAF, its operations, business affairs, and in particular with respect to the organisation's corporate performance, financial conditions, operations and prospects, so as to reasonably position the Board to fulfill its governance responsibilities.
- Attend Board meetings and liaise with the Board to set meeting agendas and coordinate the provision of relevant reports, recommendations and proposals with support from relevant staff.
- Oversee Corporate Governance requirements of the organisation including annual returns, annual reports, annual general meetings, Audit & Risk Committee meetings, Strategic and Operational plans, risk management and policies and procedures.

SELECTION CRITERIA

Qualifications

Appropriate qualifications in relevant field of study such as art and/or management.

Skills, Experience and Capabilities

1. Demonstrated senior leadership capability, ideally within a Not-For-Profit, Social Enterprise or Government Organisation.
2. Experience reporting to a Board of Directors, including providing updates and reports.
3. Exceptional interpersonal skills including a proven ability to foster strong relationships with internal and external stakeholders and demonstrate effective communication and negotiation skills.
4. Demonstrated strategic planning and development, execution and delivery of programs and project success.
5. Superior business development skills with proven experience in leading the development of strategic partnerships and business plans.
6. Experience overseeing budgets with successful outcomes as well as managing funding contracts.

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7. Demonstrated financial, commercial and corporate governance experience, with an understanding of risk, reporting and compliance frameworks.