BOWRA Foundation Chief Executive Officer Job Profile

Job Title: Chief Executive Officer (CEO)

Organization: BOWRA Foundation

Reports to: Accountable to: Board of Trustees
Line managed by: Chair of Trustees

Job Type: Full time, permanent

Job Purpose:

As CEO, you will provide strategic leadership, hands-on management and robust governance for BOWRA Foundation in accordance with the mission and objectives as defined by the Board of Trustees. You will act as a key ambassador and public face of the Foundation in partnership with the Chair.

Location: Hybrid working with regular travel to meetings, activities and co-working spaces primarily in Poole but across the wider Southwest and beyond as our activities expand.

Main Responsibilities:

1. Establish a strong, effective and constructive working relationship with the Chair and Trustees. Ensure regular contact to develop and maintain an open relationship, with collaborative communication to speak openly about concerns, worries and challenges.

2. Principal advisor to the Board with overall executive accountability for organisational performance, safeguarding and corporate governance, strategic delivery, financial stewardship and reputation.

3. Possess strong financial acumen with oversight of profit and loss, budgets, performance reporting and financial sustainability, cash flow, reserves, restricted funding and financial controls.

4. Monitor board-approved budget, manage the monthly accounts and daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organisation.

5. Ensure all projects meet BOWRA Foundation charitable objectives and are:
    a. delivered on time and on budget,
    b. promoted effectively,
    c. monitored to assess the impact,
    d. reported on to Trustees.

6. Develop and execute a measurable Business Plan that underpins the Board's Strategic Plan.

7. Apply innovative thinking and performance measurements to analyse and support strategic decision making.

8. Provide visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports the mission and ethos of BOWRA Foundation.

9. Maintain oversight of day-to-day operations of the charity, including beneficiary activities, fundraising, events and all associated administrative functions.

10. Manage and motivate staff and volunteers, overseeing processes such as recruitment, performance management, team, one to one meetings and staff development.

11. Attend all Board meetings and provide effective reports and updates on charitable business, governance and risk. Provision of updates on funding pipeline, staff, current activities and project timelines.

12. Act as a spokesperson and ambassador for the charity. Initiate, cultivate, and extend relationships with BOWRA's portfolio of individual and corporate supporters and donors.

13. Actively develop, support and participate in all aspects of fundraising activities and events, from securing Grants to corporate fundraisers and local fundraising events.

14. Represent BOWRA Foundation at events, conferences, and partnership meetings.

15. Ensure BOWRA Foundation operates within legal and ethical boundaries, adhering to governance, regulations, standards and requirements of the Charities Commission.

16. Review the Foundation's governance, policies and regulatory requirements to ensure currency and compliance.

Qualifications, Knowledge, Skills & Experience Required

1. Successful track record as either an Executive Director, CEO, or equivalent related position.

2. Experience of working effectively with a Board or governing body, with strong governance, risk and regulatory assurance capability.

3. Strong business acumen and a history of providing visionary leadership at the executive level, with the gravitas to lead a small, dynamic charity.

4. Proven track record of executing organisational growth with the ability to move confidently between long-term opportunity and operational detail. The output of these activities would result in sustainable growth for the organisation.

5. Proven experience working with and leading a diverse and inclusive Board and staff.

6. Demonstrable track record of generating income, of securing funding and of building relationships with funders and corporate partners.

7. Have a thorough understanding of safeguarding, ensuring that the appropriate systems, policies and organisational arrangements are in place.

8. Experience and success in motivating, developing and mentoring high performance, mission-driven, and results-oriented individuals and teams.

9. Excellent communication, influencing and relationship-building skills.

10. Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.

11. Demonstrate tact and diplomacy, with the ability to listen and engage effectively.

12. Strong networking capabilities that can be utilised for the benefit of the charity.

13. Ability to foster and promote a collaborative team environment.

14. Ability to commit time to conduct the role well, including travel and attending events out of office hours.

15. A personal connection to, or empathy with, those affected by stroke and brain injury and knowledge of the armed forces community would be desirable but is not essential.

Key Competencies & Behaviours

Displays the highest levels of integrity, confidentiality and commitment.

1. Skilled in building and sustaining relationships with external partners and supporters.

2. Ability to build rapport and to understand needs and expectations of beneficiaries and supporters of BOWRA Foundation.

3. Positive, empathetic, patient, polite and friendly manner.

4. Ability to remain calm under pressure.

5. Respond quickly to changing demands and demonstrate strong skills in prioritisation and time management.

6. Lead and drive work forward.

7. Analyse information quickly and communicate in a concise and articulate manner.

8. Well organised with the ability to prioritise.