



THE CHILDREN'S HOSPITAL TRUST

JOB DESCRIPTION

February 2019

Job Title: CEO

Job Summary: To effectively and efficiently manage all aspects of the Children's Hospital Trust and Foundation to ensure that the organisation is recognized as a center of excellence in fundraising and a leader in the implementation of good governance for a fundraising organisation.

Reports to: The Board of Trustees

Direct Subordinates: HR Manager, Head of Programmes, Head of Project Management, Head of Fundraising, Head of Finance, PA to CEO/Trust Co-ordinator

Budget Responsibility: Operational budget

Key Performance Areas	Performance Indicators
Strategic leadership	<ul style="list-style-type: none"> ▪ Development of an annual strategic plan and the provision of on-going strategic direction for the Board of Trustees and the Trust team, both in project-orientated and longer-term fundraising initiatives that ensure that the targets of the Trust are achieved. ▪ Ensure senior staff involvement in the development of the strategic and business plans. Ensure all staff are informed of plans and their input is incorporated. ▪ Ensure good working relationships are developed and maintained with all stakeholders but particularly the Provincial Government, the Hospital Management, the University of Cape Town, Trustees, Patrons and donors. ▪ Ensure that all donated funds are administered according to the wishes of the donors, and are reported on to all relevant bodies timeously, accurately and completely.

<p>Management of the Trust Office</p>	<ul style="list-style-type: none"> ▪ Ensure realistic budgets for operations as well as the respective projects are drawn up with the relevant input from staff and trustees. ▪ Ensure that budgets are managed professionally, all variances are analyzed and the required corrective action implemented. ▪ Manage all aspects of the Trust, to ensure that accurate accounts, information and reports are available monthly and to serve on the Trust's sub-committees as a non-voting member. ▪ Ensure the implementation of adequate office management systems, review systems periodically for effectiveness and efficiency. ▪ Determine the annual fundraising target, following the approved strategy and develop new fundraising ideas to constantly increase funds coming in to ensure targets are met. ▪ Ensure the development of suitable projects approved by all stakeholders, which are capable of raising funds for. ▪ Ensure that all projects are professionally managed, on time, on budget and to the satisfaction of donor as well as other stakeholders. ▪ Monitor all Trust funded projects and programmes, ensuring the projects are managed well and completed timeously and within, and to the required specifications of the beneficiaries and donors. ▪ Lead, Manage and develop the Senior Management team and Trust coordinator/CEO PA.
<p>Management of Key Donor Relationships and Marketing</p>	<ul style="list-style-type: none"> ▪ Play an active role in fundraising by assisting with writing proposals and liaising with major donors – HNWIs, Corporates, Trusts and Foundations and individuals. ▪ Be a visible spokesperson for CHT – presentations, speeches at events and media interviews. ▪ Ensure that the brand is protected, the image enhanced through the active building of the Trust as a 'centre of excellence' in fundraising and project management ▪ Ensure that all new project proposals are signed off after a thorough review by the relevant bodies of the Trust.

Personal Attributes
<ul style="list-style-type: none"> ▪ Excellent Relationship building skills ▪ Excellent Negotiation skills ▪ Professionalism ▪ Strategic ▪ Decisive ▪ Flexible ▪ Innovative ▪ Motivated ▪ Visionary

Qualifications and Experience required for the Position

- At least 10 years proven experience as **CEO or Director** or in other Senior Executive position
- Experience in developing profitable strategies and implementing vision
- Must have previous experience working in a non-profit environment.
- Strong understanding of corporate finance and performance management principles
- Familiarity with diverse business functions including Marketing, PR, Finance and HR.
- A background in fundraising will be advantages
- An entrepreneurial mindset with outstanding organizational and leadership skills
- Analytical abilities and problem-solving skills
- Excellent communication and public speaking skills
- Experience in developing and maintaining strategic relationships
- Honours or Masters in a relevant business field