

## Chief Executive Officer, Robogals Global

<b>Job Title:</b>	Chief Executive Officer
<b>Reports to:</b>	Board of Directors
<b>Direct Reports:</b>	7 people (including Regional Executive Officers, COO, CFO, CDO, CoS)
<b>Employment Basis:</b>	Full Time, Fixed Term Contract Part time / Flex open to negotiation
<b>Term:</b>	2 year contract
<b>Remuneration:</b>	\$60-70k
<b>Location:</b>	Melbourne, Australia preferred
<b>Contact:</b>	<a href="mailto:dayle@robogals.org">dayle@robogals.org</a>

### About Robogals

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Robogals is an international, not-for-profit organisation that aims to inspire, engage and empower young women into engineering and related fields. This is achieved through fun and educational initiatives aimed at girls in aged between approximately 8 and 16 years (location dependant).

Since its inception in 2008, Robogals has engaged over 81,000 girls around the world. This reach is achieved through a wide network of volunteers, organised into chapters (volunteer groups) and coordinated through three regions: Asia Pacific; North America; and the Europe, Middle East and Africa region. There are over 30 chapters across the globe and over 350 volunteers.

Robogals vision is of a global culture of inclusion and diversity in engineering. The organisation has adopted four pillars – values that support the Robogals mission and guide the team in their activities. These values are integrity, community, passion and innovation.

### Purpose of the Role

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The Robogals CEO is responsible for leading Robogals towards achieving its mission to inspire, engage and empower young women into engineering and related fields.

The CEO is responsible for developing and delivering the strategic direction and operational plan of the organisation with a focus on core business including programs, chapter and volunteer engagement and development, public relations and movement building.

The CEO is also responsible for driving organisational sustainability with a focus on fundraising relationships with partners, philanthropists, trusts, and individuals to generate donations, grants and bequests.

More broadly the CEO will:

- Grow the influence of Robogals by nurturing collaborative relationships, alliances and networks.

- Achieve community engagement with the Robogals mission.
- Provide representation to stakeholders, media and the community.
- Ensure organisational management, delivery, and capabilities, including continuity and development of chapters.
- Strengthen financial viability and sustainability, risk management and compliance.
- Promote the Robogals values, inspire collaboration, and attract, develop and retain volunteers.

## **Key Responsibilities**

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### **Strategy:**

- In consultation with the Board, leads the development, communication, delivery and review of the Robogals strategy and annual plan to support the short and long term growth objectives; increase sustainability; enhance operational effectiveness; and lift customer satisfaction and drive STEM careers for women globally.
- This involves identifying aims, objectives, strategies, responsibilities, timelines and the resources required to achieve the organisation's mission.
- The CEO oversees design, marketing, promotion, delivery and quality of programs, products and services.
- Responsibility also includes developing evaluation strategies and adjustment of systems, processes and structures in response to evaluation findings.

### **Business Development:**

- Leads Robogals growth, identifies and establishes new partnerships to build the support base for Robogals and generate income opportunities.
- Supports and contributes to partnership retention through effective relationship management and reporting to key stakeholders.
- Leverages and generates value from all key sponsorship arrangements.
- The CEO oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.

### **Representing Robogals**

- Advocate for and present the organisation and it's mission, programs, products and services in strong, positive images to relevant stakeholders and the general public.
- Set the standards for the organisation. This includes setting a good example when it comes to ethical behaviour, loyalty, commitment, collaboration and efficiency.
- Nurture the culture of Robogals through articulating the mission and values to volunteers so that they know exactly why they do what they do – and feel great doing it.

### **People/Leadership:**

- Attracts, retains and motivates talented and enthusiastic volunteers.
- Leads, engages and develops the Robogals leadership team.
- Supports volunteers, including initiatives and opportunities to share innovations and expertise across regions.

- Creates a culture consistent with Robogals' values and a learning environment where employees are proactively encouraged to develop.

#### **Governance:**

- Leads Robogals continuous improvement program, identifying opportunities to implement, enhance or replace systems or processes to improve operational effectiveness and governance.
- Provides timely and accurate reporting to the Robogals Board, members and other key stakeholders.
- Assesses performance of Robogals, identifies and directs strategies to address areas of underperformance or to take advantage of emerging opportunities.
- Monitors activities to ensure that internal controls are in place and effective to minimise risk.
- Establishes and implements budgets and plans consistent with Robogals objectives and policies around the defined key financial indicators.

#### **Required Skills**

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While a broad range of skills, knowledge and competencies are required to perform successfully in the CEO role, the primary selection criteria will include:

- Strategic, with a mindset of openness to opportunity and the ability to take a global perspective, and able to translate this into results.
- Proven ability to foster strong relationships including building credibility and trust with stakeholders.
- Demonstrated values-based leadership style, modelling and supporting accountability, empowerment, resilience, agility and a commitment to personal growth.
- Excellent communication skills and be able to manage geographically dispersed teams.
- Sound understanding of, and capability in business administration including financial management, organisational development, strategic planning and governance.
- Understanding of the complex and dynamic not-for-profit sector.
- Track record in fundraising and generating revenue in the not-for-profit sector.
- Commitment to the Robogals aim to inspire, engage and empower young women into engineering and related fields.
- Relevant qualifications and experience in leadership with evidence of success.

#### **Application Process**

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Applications are welcomed now, closing 19<sup>th</sup> August.

Applications, inclusive of CV and cover letter, to be submitted to [dayle@robogals.org](mailto:dayle@robogals.org).