



Executive Officer

Work Type	EFT 0.8 - 1.0 (negotiable)
Salary	Competitive remuneration package, negotiated based on experience
Reports to	Board Chair
Direct Reports	4
Location	Benalla, Victoria

About Tomorrow Today

Tomorrow Today is Benalla and district's independent community foundation. We connect people, resources and ideas to create a bright future for our great rural community.

We believe that everyone should have the chance to thrive – and that education is the answer. In response to Benalla's high level of local socio-economic disadvantage, we developed the Education Benalla Program, now recognised as a leading national example of community-led, place based change. Working together with families, schools and the community, through a whole of community approach, we are focused on improving the educational outcomes - and future opportunities - of Benalla's young people.

We are passionate about positive change in our community and are working to build a substantial pool of funds to benefit the community in perpetuity. The income generated by this Community Fund is used to provide community grants. Our annual grants program provides an independent source of funding for groups and organisations that are working to make a difference in our community.

Our organisation consists of two charitable companies plus a public ancillary fund, all governed by a single volunteer Board. Tomorrow Today holds over \$4m in assets across its charitable entities and has an annual operating budget of approximately \$1.5m.

Our small, dedicated and passionate team works alongside approximately 90 community volunteers, grounded in the values of collaboration, equity, integrity, belonging and excellence.

About the role

The Executive Officer (EO) is responsible for advancing the objectives of Tomorrow Today by strengthening the Foundation's capacity and influence to achieve our purpose 'to build a stronger more resilient and prosperous rural community'.

The EO will provide leadership to Tomorrow Today and is responsible for its management and administration, in line with the strategic frameworks set by the Board.

With the Chair, the Executive Officer will support the Board of Directors in fulfilling its governance responsibilities, ensuring that the Board receives timely, thorough and relevant information.

Working closely with the Board, the EO will promote and uphold Tomorrow Today's charitable purposes and its reputation as a leading rural community foundation.

The EO is responsible for ensuring our programs are adequately resourced, with a focus on organisational financial sustainability for ongoing community benefit.

Key Responsibilities

Leadership and Stakeholder Engagement

- Lead stakeholder engagement within the district and beyond, cultivating and maintaining positive and enduring relationships with key supporters, partners and stakeholders.
- Provide strong representation for Tomorrow Today, enhancing our reputation as an outstanding national example of community philanthropy at work.
- Lead with integrity, ensuring the organisation's actions align with ethical standards and values and consistently builds trust with stakeholders.
- Oversee the development and execution of the community engagement plan to build awareness, deepen understanding and foster support for Tomorrow Today, strengthening a culture of giving and active participation within our community.
- Plan and implement appropriate events for donor engagement, stewardship and recognition, ensuring all donors and volunteers know they are valued and appreciated.
- Lead the development and delivery of public representations that reflect the organisation's values and strengthen its reputation.
- Oversee the preparation of high-quality communication materials that professionally and accurately reflect the work, impact and values of Tomorrow Today.

Strategy and Governance

- Monitor developments in the local community, not-for-profit sector, governance, grants and fundraising, and other areas as appropriate and advise the Board on strategic issues.
- Work closely with the Board Chair to provide timely advice and reporting to support a high-performing and informed Board to discharge its governance responsibilities.
- Collaborate with the Board to develop, review and embed Tomorrow Today's vision, mission, and strategic plan.
- Coordinate successful implementation of the strategic plan including through an annual operational plan, performance monitoring and reporting.
- Lead and support the team to effectively implement strategy and annual plans; translate strategic plan into actionable clearly defined key performance indicators for all staff.
- Provide high-level support to the Board and its principal committees to ensure effective governance, overseeing the preparation of agendas, briefing papers and other essential documents.
- Attend all Board and committee meetings to provide informed input and continuity to the operations of Tomorrow Today.
- Ensure a comprehensive risk management assessment and mitigation plan is in place and regularly updated.
- Ensure full compliance with all legal and regulatory obligations within required timeframes, with appropriate policies, procedures, systems and processes in place and adhered to.

Financial Management and Sustainability

- Oversee Tomorrow Today's financial health, ensuring that financial resources of the organisation are utilised with integrity, including through appropriate budgeting and accurate and transparent reporting.
- Collaborate with the Education Benalla Program Manager and Business Manager to ensure the team has the necessary personnel, resources, tools and networks to achieve the goals set by the Board.

- Lead and facilitate the delivery and monitoring of our grants program, ensuring broad community awareness and strong participation.
- Develop and maintain a multipronged fundraising strategy to create a diverse stream of assets/income as agreed by the Board.
- Foster a culture of philanthropy within Tomorrow Today and its supporters.

Innovation and Excellence

- Collaborate closely with the Board Chair, Education Benalla Program Convenor and Education Benalla Program Manager to achieve the Program's desired outcome.
- Foster a culture of reflection, learning and innovation by leading in a way that inspires and empowers staff and volunteers to contribute ideas, share knowledge, and continuously improve.
- Ensure the implementation of well researched purpose-driven programs which are evaluated and shared for the greater good.
- Lead a program of work to promote national awareness of the Education Benalla Program approach and lessons learned re place-based change.
- Seek opportunities to enhance performance, streamline processes, and drive strategic growth.

People and Culture

- Ensure all staff and volunteers are aligned with Tomorrow Today's mission and strategic priorities, and are working collaboratively to achieve them.
- Monitor HR policies and practices to ensure they are consistent with our values and support the recruitment and retention of high-performing, values-aligned individuals.
- Proactively promote and support the health, safety and wellbeing of all people within our workplace.
- Model integrity and respect for a diversity of cultural backgrounds; foster a diverse and inclusive environment bringing together different cultures, backgrounds, ideas, and experiences.

Qualifications, Knowledge, Skills and Attributes

Essential

- A relevant tertiary qualification (e.g. community development, leadership, public relations, management, business).
- Proven experience in leadership and management, with knowledge of organisational governance, human resource, risk and financial management systems and practices.
- Experience developing and nurturing strong collaborative relationships with a diverse group of organisational and individual stakeholders at all levels.
- Strategic thinking, with proven ability to effectively collaborate with a Board to develop and deliver a comprehensive strategic plan.
- Effective leadership of a team, with an ability to drive a culture of high performance to deliver on key performance indicators.
- Highly skilled and confident public speaker, with excellent verbal, written and presentation skills.
- Ability to manage competing demands within limited timeframes.

- High level of personal integrity, emotional intelligence and interpersonal acumen to build trust, resolve conflict, and inspire others.

Highly desirable

- Knowledge of and connection to the Benalla community.
- Knowledge and experience in the not for profit/philanthropic sector, including an understanding of charitable compliance and experience in managing fundraising campaigns and donor relations.
- Ability to use evidence-based research to inform and improve practice.
- Openness to adapt to changing sector landscapes, technological advancements, and community shifts.

Employment Terms and Benefits

- A current full Victorian driver's license and registered, roadworthy vehicle.
- A current Working with Children Check and National Police Check are mandatory.
- Attractive salary packaging options are available.
- A six-month probationary period will apply.

Tomorrow Today is committed to creating a respectful environment that fosters inclusion, values diversity, and embraces the unique skills and qualities of all employees, contractors, volunteers, program participants, and visitors.

We are dedicated to a fair, equitable, and inclusive recruitment process, and strive to represent candidates reflective of the diverse communities and organisations we work with. Our goal is to ensure that everyone—regardless of who they are or how they engage with Tomorrow Today—feels respected, supported, and included.