Executive Officer, General Sir John Monash Foundation

Key responsibilities

Executive support
- Assist the CEO to project manage and deliver strategic priorities – on time and to the highest quality, elevating key issues as required.
- Help develop and implement effective project-management systems and processes.
- Oversee improvements to CRM systems.

Governance
- Coordinate meetings, collate papers, manage correspondence, record minutes and actions, and ensure that urgent matters are prioritised.
- Manage specific governance requirements for:
  - The John Monash Foundation Leadership Academy
  - The John Monash Fundraising Working Group

Events coordination and management
- Coordinate the planning and delivery of Foundation events, working with the Media & Communications Manager, Executive Director Partnerships & Fundraising and other staff.
- Introduce efficient systems and processes to manage events, avoiding task duplication.

Scholarships and Leadership Academy support
- Assist the Scholarships Manager, particularly during peak work periods, to manage the Scholar selection process and related activities.
- Assist the Executive Director of the John Monash Foundation Leadership Academy to implement strategic priorities such as partner and Scholar presentations.

Policies
- Assist the CFO with the drafting and approval of Foundation policies.
- Assist in communicating and training staff on policies.

General
- Establish effective records management to ensure documents are up to date.
- Manage IT and major office requirements.

Skills and attributes
- Strong oral and written communication.
- Excellent time management.
- Demonstrated ability to manage confidential information and deal appropriately with internal external stakeholders.
- Ability to work effectively in a small team.
- An understanding of the higher education sector and postgraduate programs.

Experience working with Customer Relationship Management systems such as Salesforce would be an advantage. Some interstate travel may be required.