



Position Description – Chief Executive Officer

About the Australian Jewish Fertility Network (AJFN):

The Australian Jewish Fertility Network (AJFN) believes that no Australian Jewish couple should ever feel alone on their fertility journey. It is our belief that they deserve to have the support they need to try to build the next generation.

With 1 in 6 couples in Australia experiencing infertility, the AJFN is a beacon of hope, offering financial and emotional support, educational and advocacy services. We strive to create a world where open and honest conversations about infertility within the Jewish and broader community are encouraged.

The AJFN is at a critical point in its evolution, having proven significant impact and gaining momentum in recent years to take up a unique and special place in the hearts and minds of the Jewish community. With a skilled, committed and networked board and funding secured for the next chapter, the Board is keen to appoint a capable visionary full time CEO who will help write the next amazing chapter for the AJFN.

About the role:

Reporting to the Board, the Chief Executive Officer (CEO) will strategically lead AJFN's talented and growing team of three and 25 committed skilled volunteers to deliver its ambitious vision and strategic plan; to ultimately ensure that no couple ever feels alone on their fertility journey, to open the conversation and break the stigma surrounding infertility, and to provide the opportunity for Jewish couples to try to create more miracle babies.

The CEO will be the public face of the AJFN: a highly effective communicator able to speak with integrity and credibility on fertility and infertility to the Jewish community and beyond.

An opportunity of a lifetime to lead a fast-growing organisation which is seen as a pioneer in the Australian Jewish and broader community; at the forefront of breaking the stigma around infertility, as well as providing life-changing financial grants and emotional support services. The AJFN has already assisted over 82 couples and helped create 37 miracle babies since its inception and will play a critical role going forward in supporting Australian Jewish continuity, especially with its accelerated exponential growth as it gears up to expand nationally.

The CEO role requires a dynamic, inspirational and experienced leader, who thrives in a fast-paced growth environment, and has strong people and management skills, to join an organisation which is embarking on its next exciting phase of major growth. The next stage will see the AJFN launch an impact campaign around its world-first documentary "One in Six" being screened on ABC Compass this year, as well as a

curated information and educational resource on all aspects of fertility (another world-first; the AJFN Fertility Zone), plus the expansion of services into Melbourne and then the rest of Australia.

This role is full time, working flexibly and based in Sydney.

RESPONSIBILITIES:

1. **Leading and managing a for-purpose organisation.** The CEO will run the organisation: liaising with the AJFN Board, supporting the various committees, managing and reviewing annual budget, ensuring legal obligations are met regarding insurance and any licences required.
2. **Communal Engagement.** The CEO will cultivate strong relationships with communal and fertility organisations for mutual benefit. The CEO must have a clear understanding of Jewish values, personal involvement or professional experience in Jewish communal organisations, and the ability to live and breathe the spirit and soul of the AJFN and the role it plays within the Community.
3. **Managing a team and volunteers.** AJFN has a talented and growing team of three and 25 committed and skilled volunteers who are integral to the success of the organisation. The CEO must have people management and team building experience (ideally on a national level, with multi-site teams), the ability to foster a collaborative working environment, encourage professional development and motivate staff to effectively fulfill AJFN's mission.
4. **Strategic planning.** The CEO, in consultation with the Board, will be responsible for strategic planning, designing strategies towards the continued growth and successful operation of AJFN. Demonstrated financial and operational acumen is essential.
5. **Fundraising.** The CEO will need to have fundraising experience and capacity to create new partnership opportunities, as well as steward key major donor relationships to ensure the ongoing financial security of the organisation.
6. **Melbourne Expansion.** The CEO will work together with the Expansion Committee to develop a scoping plan for AJFN to expand to Melbourne over the next 12 months. The potential to grow with the organisation and manage the implementation of the AJFN's expansion to Melbourne, followed by the rest of Australia.
7. **Media.** The CEO will regularly represent AJFN in the media, and work with our supporters to help advocate and raise awareness in the community.
8. **Event Management.** The CEO, supported by Development and Events resource and Events Committee, will lead major fundraising events and support the team in creating innovative concepts to maximise engagement.

CORE COMPETENCIES:

- 1. Leadership** - The successful candidate will have demonstrated leadership capability, the ability to inspire confidence and engage team members, volunteers, and relevant stakeholder groups, including clients, donors, and community leaders and partners.
- 2. Management** - AJFN has a growing team of three and 25 skilled and committed volunteers. The CEO must therefore have experience building a strong team culture, managing staff, external agencies and volunteers and leading a diverse workforce across multiple locations.
- 3. Strategic thinking and initiative** - AJFN is a fast paced and dynamic organisation. The CEO needs to be able to independently make strategic judgement calls about week-to-week priorities, that balance short-term opportunities with ensuring delivery on the long-term strategic objectives of the organisation.
- 4. Relationship building** - The CEO must be a 'people person', showing a track record of being able to effectively build relationships and strong networks across a diverse range of stakeholders at all levels, both within the Jewish Community as well as the wider community. The CEO must demonstrate the spirit and soul of the AJFN in all that they do.
- 5. Written and verbal communications** - The CEO must be able to represent AJFN's position confidently and articulately in the media and with various stakeholders. The CEO will need to be confident inspiring audiences of all sizes through public speaking and excel at other public-facing communication such as media interviews.
- 6. Persuasiveness** - For AJFN to achieve its objectives, continue growing and remain financially viable, the CEO must be confident in making asks of donors and other stakeholders. They must have high emotional intelligence and empathy and be a skilled influencer.
- 7. Planning and organising** - The successful candidate will be a skilled project manager, able to deliver work on time and within budget. They must have proven experience in planning and executing projects.