



Director Position Description

Role and Responsibilities

The Director is the key management leader of Our Rainbow House. The Director is responsible for overseeing the administration, programs, and strategic plan of the organisation. Other key duties include fundraising, marketing, and community outreach. As Director you will report to the Board. You will be responsible for overseeing the management of Our Rainbow House Inc. As with all Board positions, this is a voluntary role. In accepting the position, the Director undertakes the following duties and responsibilities:

General Responsibilities

1) **Board Governance:** Works with the Board to fulfill the mission and values set out in the Our Rainbow House Mission Statement.

- Responsible for leading Our Rainbow House in a manner that supports and guides our mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support Our Rainbow House's mission.
- Responsible for the fiscal integrity and management of Our Rainbow House that generally anticipates operating within the approved budget, ensures maximum resource utilisation, and maintenance of the organisation in a positive financial position.

3) **Organisation Mission and Strategy:** Works with the Board and Staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of Our Rainbow House's programs that carry out our mission.
- Responsible for strategic planning to ensure that Our Rainbow House can successfully fulfill its mission into the future.
- Responsible for the enhancement of Our Rainbow House's image by being active and visible in the community and by working closely with other professional, civic, and private organisations.

4) **Organisation Operations:** Oversees and implements appropriate resources to ensure that the operations of the organisation are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of Our Rainbow House operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organisation.
- To ensure compliance with the policies and procedures of Our Rainbow House Inc.

Additional Responsibilities

The role of Director is varied. This will include but is not limited to:

- Reporting to, and working closely with, the Board to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organisation.
- Supervising and collaborating with organisation staff.
- Strategic planning and implementation.
- Planning and operation of annual budget.

- Serving as Our Rainbow House's primary spokesperson to our members, the media, and the general public.
- Establishing and maintaining relationships with various organisations and utilising those relationships to strategically enhance Our Rainbow House's mission.
- Engaging in fundraising and developing other revenues.
- Overseeing marketing and other communications efforts.
- Overseeing Board and Business meetings.
- Reviewing and approving contracts for services.
- Other duties as assigned by the Board.

Qualifications and Education Requirements

- Any qualifications and experience in administration, human services or people-centred jobs will be well regarded. A leadership background would be beneficial.

Preferred Skills

- A passion for helping others
- A positive attitude and good people skills
- Ability to work methodically, accurately and neatly
- Strong oral and written communication skills in English
- Reliable and punctual
- Able to work as part of a team
- Good leadership skills
- Good computer skills (Word & Excel)

NOTE: This position description is not intended to be all inclusive therefore you may be required to perform other related activities that are within your capabilities, as negotiated, in order to meet the ongoing operational needs of the organisation. All positions are ultimately accountable to the Director.

All new Our Rainbow House Board Members will be required to undergo a police check.

For more information or to express your interest please contact Alison Ray – alisonjray@ourrainbowhouse.org.au