

Who are we looking for?

Are you looking for a senior management role with an exceptional, values driven not-for-profit organisation? Do you want to make a difference in the life of Indigenous people in community? Come and join the AIG team on their mission to expand our highly successful Remote Laundry project in the Northern Territory to fight scabies and other skin diseases, provide employment and access to something we take for granted, clean clothes and bedding.

We are looking for a General Manager that has the ability to visualise, think strategically but also has the skill to covert ideas and push hard to achieve objectives. This is a unique opportunity to become part of a very passionate team that converts our Remote Laundry pilot into a medium sized social enterprise.

You'll be a result driven, super organised go-getter, but you'll never lose sight of our core values, and why we do what we do.

About us

Aboriginal Investment Group (AIG) creates opportunities for people living in the communities of the seven northern regions of the Northern Territory by the way of commercial investment (wealth creation) and social advancement (wealth distribution). We are guided by our strategic objectives:

- Economic development.
- Social dividend and community benefits
- Ecological development and sustainability.

Aboriginal Investment Group is 100% Aboriginal owned and self-funded and with this model continues to be a leader in social advancement in the Northern Territory.

Visit our homepages to see examples of our investments and the communities that we have invested in.

<https://www.aiggroup.org.au/projects/>

<https://www.remotelaundries.org.au/stories/>

The Role

The position will work under the direction of the Chief Executive Team and forms part of a small team of 8 employees. You will be heading up the Remote Laundry Business Unit and be responsible for the following:

- Management of the Remote Laundry Business Unit including the implementation of the business plan 2021-22 of the Remote Laundry Business Unit;
- Business development, in particular building relationship with and securing ongoing funding from Corporate Sponsors and Government bodies;
- Project management of the roll out of the 7 remote laundry units, including but not limited to design, scope, development, implementation and compliance;

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🌐 aiggroup.org.au

- Responsible for the planning and delivery of promotional fundraising initiatives generating individual and corporate donations;
- Develop and implement relationship building strategies to key stakeholders;
- Oversight of the operational management of the laundry units; and
- Manage, and supervise the Remote Laundries Project Officer.

Principal Accountabilities

In assistance with the Remote Laundries Project Officer and Remote Laundries employees in community be responsible for the following:

Project Management

- Scope, develop, implement and manage the roll out of the next 7 remote laundries;
- Conduct Risk Assessments of projects;
- Monitor, analysing current results and forecasts and make recommendations on taking corrective actions where necessary. Ensure a successful result for the projects to ensure projects meet forecasted Key Performance Indicators;
- Day to day management of projects. Including but not limited planning, budgeting, reporting, submissions and project acquittal;
- Promote the image of Aboriginal Investment Group by establishing good relations with public, Aboriginal Associations, Individuals, Government (C'wealth and NTG) and Industry bodies; and
- Ensure strict compliance of projects, including program and funding schedules for all projects.

Business development

- Provide strategic information and executive support to the workings of AIG;
- Schedule regular and timely reports on the projects whilst developing and monitoring strategic plans and action plans on a regular basis;
- Identify and develop further business opportunities for Remote Laundries Business;
- Develop and deliver pitches for potential new projects/ partners;
- Actively seek grant funding opportunities including the application for those;
- Participate in community initiatives and provide general assistance to AIG Members if required; and
- Provide administrative support and policy development to Executive Officers.

Fundraising

- Develop and implement a donor and sponsorship/ fundraising strategy and plan;
- Ongoing donor and sponsor development to increase revenue;
- Assist in the development and implementation of relationship building strategies to key stakeholders;
- Develop marketing proposals as well as follow up on opportunities to a deadline;
- Assist implementing AIG's communicating strategy and building brand awareness;
- Evaluate the effectiveness of specific events and advertising campaigns to determine which ones work well and which ones should be abandoned;
- Attend special events put on by the non-profit, which can include parties or charity events, and speak with guests about the advantages of the organisation; and
- Prepare budgets every quarter to determine fundraising requirements.

Operational Management

- Supervise the management of all Remote Laundry Units;
- Implement policies and procedures;
- Monitor the performance of the Remote Laundry Units;

- Site visits to all our Remote Laundry sites;
- Community Consultation;
- Training of Remote Laundry employees;
- Monitoring of the Remote Laundry units;
- Stock management of laundry chemicals; and
- Maintenance management.

The Criteria

- Tertiary qualification
- 3+ years' experience in a leadership/management role
- Previous experience in a similar project management role
- Previous experience working with Indigenous communities desired
- Extensive people leadership skills/experience
- Strong stakeholder management skills
- Excellent written and verbal communication skills
- Experience in grant writing and submission
- Capacity to work with individuals and organisations across different contexts and cultures
- Ability to demonstrate the passion to make an impact in the Indigenous space
- Ability to demonstrate self-initiative and “go getter” attitude

The position is full-time, including a 3 month probation period, commencing as soon as practicable.

Some travel to remote communities will be required with this role.

Please provide your resume to alexa.gutenberg@aiggroup.org.au. Application closes on the 28 August 2020.