



Job Description

Job title:	General Manager
Reporting to:	Board of Directors
Salary:	\$80 000 - \$90 000 plus super
Location:	South Melbourne, Australia

Purpose of the position:

The Thin Green Line Foundation (TTGLF) has been growing steadily and is now seeking to enact its current strategic plan to significantly increase our impact on the ground through supporting Rangers around the world, who are on the frontline of conservation protecting the world's wildlife and wild places. We are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience in scaling an organisation, leading an operations team, and developing a performance culture among a group of diverse, talented individuals.

The General Manager must be a leader who is able to help others at TTGLF deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful General Manager will have the values, skills, sensitivity, and personal confidence to empower each member of the team to bring their best to this mission. While it is essential that the General Manager brings a systems focus to increase the effectiveness of the organisation, it is also critical that the team retain the core values and ingenuity that drives the TTGLF mission.

Direction and accountability

The General Manager reports to and takes direction from the Board of Directors. The role works closely with the Founder to ensure operational alignment to the Foundation's values and achievement of the Foundation's strategic and fundraising goals.

The General Manager provides leadership and management to ensure the Foundation's governance is sound, accountability and transparency is upheld, an effective operations team is in place, and supporters and partners are working towards the achievement of the Foundation's goals.

Responsibilities & duties

Strategic Plan

- Manage the ongoing development and delivery of the five-year strategic plan with the Founder and Board
- Lead the performance management process that measures and evaluates progress against strategic goals

Fundraising and supporter engagement

- Support the Founder and Fundraising Committee in the development of the Fundraising Strategy
- Manage, engage and support the implementation of the Fundraising Strategy and fundraising matters, including overseeing the development of appropriate KPIs, reporting and systems. Works directly with the Fundraising and Supporter Engagement Manager to develop and implement the Fundraising Strategy
- Support stewardship of supporters and partners as required
- Ensure the Foundation's compliance with fundraising regulations, grant agreements and tied funding arrangements

Brand, communications and advocacy

- Manage, engage and support the Foundation's brand development and implementation of communications strategies with Founder and Communications Manager and Fundraising and Supporter Engagement Manager
- Coordinate appropriate support for the Founder in preparation for / at media events and community engagement events

People management

- Work with The TGLF team to provide values-based leadership and develop a positive and safe working environment for all staff and volunteers
- Manage the day-to-day operations of the Foundation and develop an empowered and operationally effective employee and volunteer base
- Continue to develop Human Resources functions, including: training, development, compensation and benefits, employee relations, performance evaluation, recruitment and OH&S.
- Assess the ongoing office accommodation, technology and equipment needs of the Foundation to support the team and operations. Ensure necessary forward planning to support organisational growth.

Governance, finance & business management

- Develop and manage the implementation of the annual operations plan & budget
- Develop appropriate operational policies and procedures
- Work with the Board to ensure the Foundation's regulatory compliance and governance standards are met
- Working with the Chair and Board to ensure effectiveness at board and committee level.
- Ensure finance processes and support systems, including management of an external bookkeeper, is well-managed and compliant
- Manage the development of Foundation's measurement and reporting, particularly the Annual Report



Project funding and International and stakeholder relations, including International Ranger Federation

- Develop and manage relationships with Ranger-based organisations and program partners to ensure compliance with project agreements and effective outcomes
- Work with Founder to assess project applications and make recommendations to Board in relation to project funding
- Enhance the framework for measuring the impacts and effectiveness of funded projects.
- Monitor, evaluate and communicate with stakeholders
- Undertake appropriate liaison with TLGF UK, and other fundraising conduits/partners to support further expansion opportunities
- Develop relationship with the IRF and other key TGLF partners and stakeholders

Experience and skills

As a prerequisite, the successful candidate must believe in the core values of TTGLF and be driven by the mission. The candidate should demonstrate a passion for advancing the Foundation and its ability support the Rangers around the world.

Beyond that, the General Manager must have proven experience in scaling an environmental/social NGO and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

Essential experience:

- **General Management** – thorough understanding of governance, systems, and HR, including strategic development and planning, budgeting, business analysis, finance, information systems, Human Resources, OH&S and marketing
- **Strategic Vision and Agility** – ability to think strategically, anticipate future consequences and trends, and incorporate them into the organisational plan
- **Capacity Building** – ability to effectively build organisational and staff capacity, developing an effective and motivated workforce and the processes that ensure the organisation runs smoothly
- **Results-driven** – proven track-record of exceeding goals and a triple-bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of governance acumen including successful project management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.



Essential qualities or behaviours:

- **Leadership and Organisation** – exceptional capacity for managing and leading people with a combined values and skills approach; a team builder who has experience in scaling up organisations; ability to connect staff both on an individual level and in groups; capacity to enforce accountability, develop and empower the operations team, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- **Action Oriented** – enjoys working to achieve meaningful objectives and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome obstacles and challenges both individually and leading a team to do so

Relationships

Details of relationships relevant to this role

- The General Manager will report to the Board, will work closely with the Founder and will directly manage a small dedicated team (currently 4) and regular volunteer base.
- The General Manager will work to develop and manage relationships with major donors, Ranger and partner organisations, suppliers, supporters, contractors and government organisations

Applications should be sent to board@thingreenline.org.au by **9am 7th of January** and all enquiries addressed to this contact also. If required a member of the selection panel will call you back.