

Job Position: Executive Director

HIGHLIGHT

- Love of PLAY
- Strong COMMUNICATOR
- Mindfulness in working in NGOs

JOB DESCRIPTION

A. JOB SUMMARY

The Executive Director is accountable for:

- Strategically steering Playright's mission by crafting and executing a robust strategic plan that cements our status as an active play advocate
- Driving the financial sustainability of the organization through effective fiscal management and the attainment of key financial objectives.
- Managing organizational operations and services while ensuring adherence to all legal and regulatory frameworks.
- Cultivating a broader base of support, engaging with donors, and fostering partnerships with philanthropic entities to further Playright's vision.
- Collaborating with the Board of Directors to uphold and enhance governance standards within the organization.
- Building and nurturing a dedicated team that embodies passion, accountability, innovative and resilience and the expertise necessary to realize Playright's strategic ambitions.

B. KEY RESPONSIBILITIES

Strategic & Business Development

- Integrate global insights, research, and best practices into locally tailored strategies that enhance Playright's mission.
- Collaborate with the Board during strategic planning, ensuring regular updates to align services and programs with our core mission and vision.
- Delegate and define strategic plan responsibilities among senior management, considering the distinct needs of Play Environments, Hospital play, and Playwork, for effective monitoring, implementation, and performance-based strategic adjustments and resource allocation.
- Spearhead service strategies, human resources development, and the initiation of innovative service projects to fuel Playright's continued growth.
- Assist the Board in fulfilling its governance roles with informed support and strategic insight.

Financial Management & Fundraising

- Prepare/review multi--year financial plan for the Board's discussion aligning resource, funding plans, and investment objectives with Playright's strategic goals
- Ensure timely financial statements/audits for the Board's regular review
- Initiate and materialise fundraising opportunities, bolster Board-led fundraising endeavors, and achieve the financial targets
- Ability to cultivate and maintain relationships with management-level professionals at both new and existing funding organizations, as well as within the social welfare community

Organisation & Service / Consultancy Programme Operations

- Work with the Board to set performance targets for the organisation.
- Oversee the operations of the organisation, services, and consultancy programme in an effective and efficient manner, and in accordance with high standards and expectations
- Monitor and safeguard compliance with all regulatory and funding requirement
- Assess and monitor potential risks, and establish proactive mitigation strategies

People Management / Competency Enhancement

- Lead, manage, and develop high performance teams, and be a role model for Playright's purpose and value
- Communicate and enhance the competencies of the different professionals in play, and make connections fostering synergies to amplify the impact for play advocacy
- Cultivate a culture of professionalism, trust, commitment, and inclusion in all levels of the organisation

C. PERSONAL ATTRIBUTES

- Love of PLAY – exceptional enthusiasm.
- Inspirational leadership. Bring new and creative ideas to Playright
- Excellent analytical, negotiation, interpersonal, motivational, and change management skills
- Strong ability to establish credibility and relationships with diverse individuals and groups
- Strong COMMUNICATOR – sensitivity to internal and external environment of Playright.
- Serves as fervent advocate for Playright externally and inspirational role model internally
- Solid judgement to make decisions that are aligned with the mission and goals, able to make difficult calls when needed, and manage with transparency, empathy, and respect.
- Hands-on engagement – willing to step into execution roles as necessary, demonstrating a commitment to both leadership and teamwork.
- Mindfulness in working in NGOs, but with operational experience to drive system and implementation excellence
- Ethical integrity – upholds the highest standards of integrity and ethical behaviour

D. JOB REQUIREMENTS

- Degree in Management or Social Welfare or Health Care or Architecture or related discipline, or other similar qualifications
- Significant proven record of achievement in a management or strategist position, preferably child-related. Experience in running a self-financed service or social enterprise is an advantage
- Significant proven record of achievement in effective partnership management
- Excellent verbal and written communication skills in Chinese and English
- Computer literate

E. APPLICATIONS AND NOMINATIONS

We offer an attractive remuneration package and friendly working environment to the right candidate. Applications and nominations should be directed to the email address below in confidence. Review of applications and nominations will begin in mid of June 2024, and will continue until the post is filled.

Email for application: edplayright@playright.org.hk

For more information about our organization, please visit our website:
<https://www.playright.org.hk/>

We are an equal opportunity employer and welcome applications from all qualified candidates. All personal data will be used for recruitment purpose only. Only shortlisted candidates will be contacted. If you have not been contacted within 20 business days of your application, please assume your application has not been shortlisted.

Additional Information:

Career Level:

Top Qualification

Degree

Employment Type:

Full Time

Company Website

<http://www.playright.org.hk>

Job Function

Public / Civil > Social Services - Community / Non-profit Organization Management > Top Executives (CEO, CFO, CTO, GM, MD etc.)

Company Overview

Playright Children's Play Association ("Playright") is a charity organization that advocates children's right to play. We believe that play is key to all rounded development of every child. Please visit www.playright.org.hk to know more about Playright.

Additional Company Information

Industry

Charity / Social Services / Non-Profit Organisation

Benefits & Others

Dental insurance, Education allowance, Five-day work week, Flexible working hours, Medical insurance, Transportation allowance, Travel allowance. Interested parties can send their CV and expected salary to edplayright@playright.org.hk. All personal information will only be used for recruitment purposes.

Note: The general responsibilities listed herein above are exhaustive and as such additional duties, which are related to this position in the Company, may be added on the above list as and when it is deemed necessary.