



## **Job Description: Chief Philanthropic Officer (CPO)**

### **About the Michael and Suzanne Borrin Foundation**

The Michael and Suzanne Borrin Foundation (Borrin Foundation) is an independent foundation established as a gift to New Zealand from the Borrin Family. The Borrin Foundation is here to make a difference to the lives of New Zealanders, through the law. We do this by supporting legal research, education and scholarship through effective philanthropy. The Borrin Foundation's vision lies at the heart of why we're here and everything that we do:

***Vision:** We believe law is essential to a flourishing society – one that is just, inclusive, tolerant and free. Our vision is of an Aotearoa New Zealand where everyone understands the role and value of the law, and everyone enjoys the protection and opportunity that it provides.*

We have a focus on 'areas of profound concern' – this means areas of the law that are not serving New Zealanders well. The Borrin Foundation aims to 'do more than give money' – we go beyond 'transactional grant-making' and the traditional conception of a 'funder'. As an independent philanthropic entity, we do a mix of both proactive and reactive grant-making.

### **About the role**

The Chief Philanthropic Officer reports to the Borrin Foundation's Grants and Scholarships Committee and is responsible for the day-to-day operation of the Foundation. The Grants and Scholarships Committee is made up of leading members of the legal profession. It stewards and leads the vision and mission of the Borrin Foundation. The CPO will also serve as a thought partner to the GSC in the ongoing development of the foundation's strategy, approach, and philanthropic investments. S/he will contribute expertise in effective philanthropy and emerging trends and opportunities. The CPO's role is to maximise the Borrin Foundation's impact.

With a commitment to strategic philanthropy and social change, as well as a passion for law, the CPO will play a critical role in advancing the Borrin Foundation's work. S/he will provide strategic advice across all areas of the Foundation's work. This individual will be responsible for identifying, analysing, and pursuing new, high-leverage philanthropic opportunities, and managing current philanthropic investments. The CPO will be instrumental in building a portfolio of grant-making and philanthropic activity, with a focus on the Foundation's strategic focus areas of criminal justice reform and family law.

S/he will also lead efforts to stimulate interest and engagement in the Borrin Foundation's vision among potential grantees, potential philanthropic and government partners and the broader public.

In addition, the CPO in collaboration with other Foundation personnel, will maintain a constructive engagement with current Borrin Do-ers (the Foundation's grantees) and their



work. S/he will add value through advice, facilitating introductions, and building collaborations and partnerships to ensure greater impact.

### **Core responsibilities**

The CPO's primary responsibilities are in the following areas:

- *Grants and Scholarships Committee:*
  - Develop strong, positive working relationships with the GSC, in particular, the Chairperson.
  - Work in collaboration with the GSC in defining and developing the Foundation's strategy, approach, and philanthropic investments.
  - Frame issues for GSC discussion and decision-making effectively. Keep the GSC informed of progress, developments and issues.
  - Serve as a thought partner to the GSC and support the robust dialogue of the GSC in a culture of ongoing learning and intellectual rigour.
  
- *Philanthropy and Grant-making:*
  - Ensure that the foundation's philanthropic initiatives continue to align with and fulfil the Foundation's vision and values and fall within the parameters of the Trust Deed.
  - Identify, analyse, and pursue new, high-leverage philanthropic opportunities
  - Engage in ongoing research and learning to ensure the Foundation understands and anticipates changes in the landscape, particularly in the Foundation's strategic focus areas.
  - Continuously learn and develop expertise and insight about effective philanthropy and emerging trends.
  - Perform/oversee all grantmaking activities, including reviewing proposals and budgets, make funding recommendations, oversee grant disbursements, and review grantee feedback reports. Create and administer grant-making programmes, policies and procedures that are fit for purpose.
  - Manage and administer periodic reactive/responsive public grant rounds (EOI/RFP process).
  
- *Borin Do-ers/grantees and alumni:*
  - Develop and maintain strong, positive working relationships with grantees (Borin Do-ers) and alumni.
  - Add value to their work, as appropriate to the size and complexity of the grant – for example facilitating introductions and building other collaborations and partnerships.
  - Convene and connect
  
- *External Relations and Communications:*
  - Build strong and trusted relationships and partnerships externally to advance the Foundation's mission and cultivate opportunities for collaboration that further the Foundation's impact.



- Demonstrate creative use of the Foundation's reputational assets to support the Borrin Foundation's work, and the work of Borrin Do-ers/grantees and alumni
  - Inspire and motivate others to engage with and implement the vision and values of the Borrin Foundation.
  - Elevate the foundation's profile and influence through strategic communications and networking.
  - Develop, maintain and manage relationships with key stakeholders.
  - Seek opportunities to share the Foundation's approach and influence the field of philanthropy and legal research/education.
  - Represent the Foundation in the wider community as required.
  - Oversee the Foundation's website and social media
- *Budgeting and Fiscal Oversight:*
    - Work in partnership with the corporate trustee (the Nikau Foundation) in all matters related to finance and administration of grants.
    - Develop and recommend an annual operating budget.
- *Personnel:*
    - Recruit and hire personnel, contractors as needed, developing a flexible contract-based team.
    - Evaluate the skills, experience, and capabilities the Foundation requires at any point in time and adjust accordingly

### **Candidate Profile: Essential Skills, Experience, and Abilities**

The Chief Philanthropic Officer will have most of the following professional skills, experience and personal qualities/aptitudes:

- **Passion** and commitment to the Borrin Foundation's vision and values – sees 'law as a force for good', passionate about improving New Zealand's legal system, in particular our criminal justice system and family law
- **Strategic thinking combined with execution:** excels at turning ideas into reality. Big-picture thinker coupled with strong operational and management ability.
- **Relationship building and Influencing:** Experienced and proven track record in building trust, confidence, shared purpose and commitment with a range of external and internal stakeholders. Can develop and sustain collaborative alliances and networks. Seasoned influencer.
- **Leadership & humility:** will articulate and drive the vision and values of the Foundation. Someone who is empathetic, open-minded, confident, and professional,
- **Entrepreneurial:** Brings a mindset for experimentation and a desire to innovate, push boundaries and go beyond 'business as usual'.
- **Strong intellect:** including the ability to summarize complex issues clearly and concisely and to develop and convey cogent recommendations;
- **Communication skills:** Superb oral and written communication skills, including being able to listen and present ideas clearly and persuasively.



- **Self-Starter:** extremely proactive approach to work.
- **Results-oriented:** driven and focussed on results and impact, strong work ethic.
- **Continuous learning and improvement:** natural curiosity and inclination for learning and improvement.
- **Workload management:** Ability to manage and track multiple projects and activities to successful conclusion. Capacity to effectively prioritize projects, work simultaneously on multiple ventures, and meet deadlines
- **Acumen and tact:** Has sound judgment, tact, and the discretion required to work effectively with the GSC, thought leaders, Borrin Do-ers, sector leaders, potential grantees or unsuccessful grantees, and various communities.

#### **Required Education:**

- Law degree preferably, or other tertiary degree in criminal justice, public policy, psychology, sociology, or other social sciences. (Candidates with a qualification in a different field plus an established track record may also be considered.)

#### **Internal Relationships**

The CPO will work closely with the Borrin Foundation Grants and Scholarships Committee. The CPO reports to the Chairperson of the GSC on issues relating to the Foundation's vision, mission, strategy, grant-making and provision of scholarships.

The Corporate Trustee (i.e. the Nikau Foundation) holds the contractual relationship with the CPO, and Nikau Foundation administers the CPO's contract and employment relationship.

The CPO will supervise a small team (the Operations and Programme Associate/EA, plus a network of contractors) while also working closely with the Nikau Foundation's Finance Manager.

**Contractual framework:** This is a flexible and evolving role, as the Borrin Foundation establishes its grant and scholarship programmes and as the operating environment changes (e.g. with the New Zealand Law Foundation going into recess). The CPO is retained as a consultant to the Foundation to best accommodate the evolution of the role and the flexibility in hours that it may require.

**Hours:** approximately 30-35 hours a week, flexible hours.

#### **Location**

Preferably Wellington. However, this position can be performed virtually, with the expectation that the CPO will spend substantial time in the field and participate in regular board meetings in Wellington. A 'hot desk' is available for use at the Nikau Foundation (the corporate trustee for the Borrin Foundation).