



JOB DESCRIPTION:

Executive Director

Reports to:	Founder & Director
Responsible for:	Development Manager; Trusts and Foundations Manager; Head of Communications and Marketing; Finance Department (currently external contract); External Consultants (fundraising and operations); Executive and Operations Manager (joint with Director)
Salary:	£50-60k depending on experience
Pension:	3% employer and 5% employee pension contribution
Working Pattern:	Fulltime, 40hrs, Mon-Fri with some weekend / evening work
Contract type:	Permanent
Holiday Entitlement:	25 days/year, plus public holiday
Employer:	The WOW Foundation
Place of Work:	The WOW team is currently working remotely. When the team return to the office it will be in London, but all reasonable flexible and remote working requests will be considered.

WOW will consider job share applications - either from two candidates who choose to apply for the role together via a shared application or a single applicant.

ORGANISATIONAL OVERVIEW

The WOW Foundation was established in May 2018 to run the activities of WOW - Women of the World. WOW is dedicated to building, convening and sustaining a movement of people of all genders who believe a gender equal world is both desirable and possible. The WOW Foundation produces festivals, events and programmes independently and in partnership - they are catalysts for change, celebrating what women, girls and non-binary people have achieved, having frank conversations about the obstacles that still exist and creating solutions together.

The first WOW Festival took place in 2010 and numerous further festivals have been held since then across six continents and in different regions of the UK. The WOW Foundation became independent in 2018 in order to further build and extend the WOW movement. We currently have festivals in many parts of South Asia, Australia, USA, Turkey, Brazil, as well as ongoing plans in Rotherham, Manchester, and Scotland.



Since Coronavirus changed the way we live and work in early 2020, The WOW Foundation has pivoted its work to become digital producers, creating online programmes independently and in partnership.

The WOW Foundation is a small team that relies heavily on positive colleague relationships, good communication, and the ability to raise any issues early in a positive and constructive manner.

ROLE OVERVIEW

The Executive Director is responsible to the Director of WOW, supporting them in delivering the charity's aims and objectives, and in leading the strategic and sustainable development of the charity. Alongside the Director and Director of Festivals and Programmes, they are responsible for building WOW's business plan. The ED is specifically responsible for the financial well-being and risk management of the company, governance and operations, management of staff, and measuring the growth and impact of the WOW movement globally. They lead the management of WOW's public and private funding partners and ensure excellent communications with WOW's Board of Trustees. They are the key driver in exploring new business and income opportunities for WOW.

RESPONSIBILITIES

Business Management and Development

- Oversee and ensure the effective, responsible and solvent financial management of The WOW Foundation, including the creation and implementation of business plans
- Provide financial leadership across the organisation, ensuring adherence to WOW's Financial Controls; signing off monthly management accounts and cash flow forecasts, ensuring accurate and clear quarterly finance reports are delivered to the Board
- Lead the production of the annual Trustees Report and Financial Statements to present to the Board, including overseeing the annual audit
- As part of the Executive team, plan annual, three-yearly and five-yearly artistic and business strategies and programmes of work
- Ensure the organisation's financial and strategic plans and targets are clearly set, monitored and communicated
- Lead negotiations with the Southbank Centre and other partners, ensuring all contracts are in place and are adhered to

Fundraising



- Lead the fundraising strategy for WOW, managing the Development Manager, Trusts and Foundations Manager, and external consultants in developing fundraising opportunities and meeting annual fundraising targets
- Alongside the Director, lead WOW's relationship with Global Founding Partner, Bloomberg, and long-term Partner Mastercard
- Lead on maximising income and maintaining excellent relationships with statutory bodies
- Work with the Development Manager to develop WOW's fundraising strategy, looking for new partners to support the WOW movement
- Develop and deepen WOW's relationship with ACE

Governance

- Ensure good governance of the charity and company, and that all statutory matters are dealt with in a timely fashion.
- Ensure that WOW's policies and practices are regularly reviewed and developed and always fulfill best practice. These include, but are not limited to: Artistic; Equality and Diversity; Access and Inclusion; Health and Safety; Safeguarding; Financial Controls; Fundraising; Environmental; Data Protection; Privacy.
- Ensure that WOW's Staff Handbook is regularly reviewed and developed, and understood and followed by all staff
- Hold lead responsibility for assessing and managing organisational risk, including reputational risk and disaster scenario planning
- Communicate to the Board on all matters, and enable timely authorisation of activities of work and annual budgets; maintain an open and collegiate working relationship with the Trustees
- Attend all Board meetings, presenting updates on the company and staff as well as current and future seasons

Leadership & Staff Management

- Ensure a positive, inclusive and collaborative working environment that reflects the inclusive and ambitious vision and values of The WOW Foundation
- As part of the Executive team, lead staff and organisational development; ensuring that WOW's team structure is responsive to the organisation's needs and enables successful delivery of plans across all departments
- Provide leadership of recruitment, professional development, management and regular performance appraisals of WOW's full and part-time staff, with specific responsibility for the management of the Head of Communications and Marketing, Development Manager, Trusts and Foundations Manager and Finance Department



Communications and Representation

- Manage the Head of Communications and Marketing, ensuring the robust and strategic growth of the WOW community to support the development of the WOW movement
- Alongside the Director and Director of Festivals and Programmes, strategise the effective marketing, external communication and promotion of The WOW Foundation in the UK and overseas
- Represent and promote the activities of WOW to funders, within the industry and, if necessary, in deputising for the Director, to the press and public to ensure the maintenance and furtherance of the company's reputation

This job description is a guide to the nature of the work required, not an exhaustive list of duties. The Board of Trustees may, at any time, allocate other tasks which are of a similar nature and level.

HOW TO APPLY

Please send a CV plus a covering letter (no more than two pages) or a video (no more than three minutes) outlining why you are a good candidate for the role to recruitment@thewowfoundation.com by 5pm on 1st July 2021. We also ask applicants to complete an anonymous Equality and Diversity Form [here](#). Please note that you are not obliged to complete any or all sections of this form.

WOW will consider job share applications from two candidates who choose to apply for the role together via a shared application.

At The WOW Foundation we believe that collective contribution inspires a better, healthier and creative world. That is why it is at the heart of everything we do. We know that our differences enrich every part of our organisation and those we engage with, and create a culture based on equality of opportunity. We're committed to creating an environment of mutual respect where equal employment opportunities are available to applicants without regard to race, religion, sex, pregnancy status, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, and any other characteristic protected by applicable law.

We aim to drive positive engagements that create and foster a diverse and inclusive environment and we seek to recruit, develop and retain the most talented people from a diverse pool of candidates.



We believe that we must recruit the best person for the job and that discrimination sometimes prevents this from happening. We recognise that because of systematic inequality, some people may have missed out on chances to gain experience. WOW operates a guaranteed interview scheme for any applicants who meet the job specification and declare a disability in their covering letter/video application. We will provide any relevant support required for interviews, for example BSL interpreters or captioning, upon request.

Candidates will be selected based on merit, however in the event of a tie or two equally matched candidates we will select the candidate with lived experience of the issues, communities and causes WOW is seeking to address through our work and festivals. We are an organisation that welcomes everyone and it is important to note that the intersections of your identity will not increase or affect the amount of labour (both work labour and emotional labour) you are asked to do. If you wish to draw on your own lived experiences that will be both encouraged and supported, but it is not nor ever will be a prerequisite of this role.

Start Date: At your earliest availability