



Role Definition

Position title:	Head of MAS Foundation
Employment Type:	Fixed Term for 1 year. Potential renewal.
Location:	Wellington

Introduction

MAS is establishing the 'MAS Foundation' (the Foundation) and is seeking a 'Head of MAS Foundation' to contribute to the development of, and operationalise, the strategy, focus areas and funding approach for this new 'philanthropic start-up'. This is an exciting development for MAS and for New Zealand's philanthropic and community sector. The new Foundation's broad charitable objective is to 'promote health in New Zealand'. The Foundation will do this through funding health promotion, initiatives, education and research for the benefit of New Zealand.

MAS Foundation is looking to be an innovative grant-maker and find an impact niche that is not already filled by other health promotion/education/research funders. MAS is seeking a dynamic and entrepreneurial person with strong exposure and understanding of health equity and the social and health issues facing communities in New Zealand.

This role definition describes MAS; MAS Foundation; MAS' initial thinking about the Foundation, and the type of candidate that would be ideal for appointment as the Head of MAS Foundation. If you have any questions that are not answered by the material available here or on our website, please contact the Philanthropic Consultant for MAS Foundation by email: michelle.wanwimolruk@mas.co.nz.

About MAS

MAS is a unique organisation. We're more than an insurance company. We are a 'mutual' – this means that we are a membership-based organisation, owned and governed by our members. Our members pay premiums and fees for insurance and investment services. MAS reinvests any profit it makes to build insurance reserves and improve products and services for Members, while keeping premiums and fees competitive. No profits are taken offshore; there are no shareholders.

MAS has a long history and heritage of being a 'mutual' and being 100% New Zealand owned and operated. MAS began life as the 'Medical Assurance Society' in 1921. It was a society of doctors, and over time has expanded its membership to broader professional markets.

A core value for MAS is that, like our members, we are 'here for good'. In recent years, MAS has been working on initiatives to better demonstrate our commitment to social causes and supporting the communities we live and work in. Our most significant initiative is to establish a philanthropic foundation to fund health promotion, initiatives, education and research. We strongly believe the amount we can give over the long term will make a significant impact to the health of people in New Zealand.

MAS Members voted overwhelmingly in favour of a proposal to establish a charitable entity. MAS has recently appointed five external trustees as the inaugural trustees of the MAS Foundation.

For more information about MAS, see: www.mas.co.nz, in particular: www.mas.co.nz/about-mas/charitable-proposal; <https://www.mas.co.nz/about-mas/news/trustees-appointed-mas-foundation/>

About MAS Foundation

MAS Foundation is New Zealand's newest 'philanthropic start-up'. The Foundation will fund in the area of health – namely health initiatives, health promotion, health education, health research. The Foundation's niche and focus area is yet to be defined.

MAS has chosen the broad area of 'promoting health' as the Foundation's charitable purpose. This is because of our origins in the medical and health community, dating back nearly 100 years. The MAS Foundation will be an integral part of MAS. The development of this philanthropic foundation signals a significant step in MAS' evolution as a mutual, as a membership-based organisation that cares about our members and our communities.

MAS Foundation's core funding comes from MAS Group companies, who are also registered charities. This tax exemption that applies to MAS Group companies allows MAS to directly fund initiatives that will benefit the health of people in New Zealand through MAS Foundation. There is growing understanding that private, i.e. non-government, funders have an increasingly important role to play in social innovation in our communities. The MAS Foundation is a philanthropic initiative – we are motivated by the 'public good'.

The funding for MAS Foundation will be regularly topped up by MAS, based on MAS' annual financial results. MAS will target increasing distributions to the Foundation to a sustainable level each year (for example, \$2 million per annum).

The Foundation has and will continue to receive administrative and operational support from MAS' management and staff. MAS' General Counsel has been appointed as Secretary. MAS has also appointed a philanthropic consultant to provide expertise, advice and assistance during the establishment phase. Going forward, the Foundation needs dedicated personnel to run the Foundation.

Five independent external trustees are responsible for the governance of MAS Foundation. The Foundation's board, plus, MAS Group Board members will develop the strategy and vision for MAS Foundation. The Head of MAS Foundation will be responsible for the day-to-day operations of the Foundation and operationalising the strategy.

MAS Foundation's Charitable objectives

Consistent with MAS' origins as a mutual insurer of health professionals, and our continued close connection to the medical and health community in New Zealand, the charitable objectives are to 'promote health in New Zealand'. The Foundation can do this by supporting:

- Health promotion
- Health initiatives
- Health education
- Health research
- Other activities that are incidental to or conducive to furthering the charitable objective.

The Foundation's activities are focussed on the health of people in New Zealand.

Our initial thinking about MAS Foundation

Our initial thinking about the Foundation, in addition to the charitable objectives, include:

- **A giving entity, not a 'doing' charity** – the Foundation will be a grant-maker, not a 'doing charity'. We will use our philanthropic resources to fund worthy initiatives. There are already plenty of organisations and people in New Zealand doing great work, or who have ideas for great work that would make a difference to the health of New Zealanders. We are looking to fund and support such work.
- **High-impact/superior return on investment** – we want to have a niche, and we want the funded initiatives to provide a significant, tangible, measurable impact on the health of people in New Zealand. We don't want to simply 'add to' the general pool of health research/education funding. We want to be recognised for our success in catalysing change, or funding what was not being funded before. We expect this means the Foundation will need to understand the 'system in which it sits'.

Head of MAS Foundation

The Role

The Head of MAS Foundation will work closely with the MAS Foundation's Board of Trustees and is responsible for the day-to-day operation of MAS Foundation.

The Foundation's Head reports to the MAS CEO and with administrative support from other MAS employees (including legal, marketing and finance) will undertake management of the MAS Foundation for the Trustees of the Foundation.

The Head of MAS Foundation will also work closely with MAS Management to ensure that MAS Foundation adds value to the overall MAS brand; is connected to and aligned with MAS' broader Corporate Social Responsibility (CSR) work.

MAS Foundation's Board is made up of leading members of the health and philanthropic community. The Board stewards and leads the vision and mission of MAS Foundation. The Head of MAS Foundation will serve as a thought partner to the Board 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 Head of MAS Foundation's role is to maximise MAS Foundation's impact.

With a commitment to strategic philanthropy and social change, as well as a passion for and understanding of health and health equity, the Head of MAS Foundation will play a critical role in advancing the MAS Foundation's work. S/he will provide strategic advice across all areas of the Foundation's work. The Head of MAS Foundation will be responsible for identifying, analysing, and pursuing new, high-leverage philanthropic opportunities, and managing philanthropic investments. The Foundation Head will be instrumental in building a portfolio of grant-making and philanthropic activity, with a focus on health in New Zealand.

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

In addition, the Head of MAS Foundation will maintain a constructive engagement with 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 Head of MAS Foundation's primary responsibilities are in the following areas:

- *Board of Trustees:*
 - Develop strong, positive working relationships with MAS Foundation's Board of Trustees, in particular, the Chairperson.
 - Work in collaboration with the Board in defining and developing the Foundation's strategy, approach, and philanthropic investments.
 - Frame issues for board discussion and decision-making effectively. Keep the Board informed of progress, developments and issues.
 - Serve as a thought partner to the Board and support the trustees' robust dialogue in a culture of ongoing learning and intellectual rigor.

- *MAS:*
 - Develop strong, positive working relationships with MAS Management.
 - Work closely with MAS Management to ensure that MAS Foundation adds value to the overall MAS brand; is connected to and aligned with MAS' broader Corporate Social Responsibility (CSR) work.

- *Philanthropy and Grant-making:*
 - Ensure that the foundation's philanthropic initiatives 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 areas of grant-making.
 - Continuously learn and develop expertise and insight about effective philanthropy and emerging trends.
 - Perform/oversee all grant-making 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).

- *Grantees and alumni:*
 - Develop and maintain strong, positive working relationships with grantees 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 key players and actors in the system with grantees, or grantees with each other.

- *Relationships 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 Foundation’s work, and the work of grantees and alumni
 - Inspire and motivate others to engage with and implement the Foundation’s vision (once developed).
 - Elevate the foundation’s profile and influence through strategic communications and networking. Work in partnership with MAS Communications team on comms.
 - Develop, maintain and manage relationships with key stakeholders.
 - Seek opportunities to share the Foundation’s approach and influence the field of philanthropy and health promotion/education/research in New Zealand.
 - Represent the Foundation in the wider community as required.
 - Develop and oversee the Foundation’s website presence and social media presence.
- *Budgeting and Fiscal Oversight:*
 - Work in partnership with other MAS staff 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.
 - Evaluate the skills, experience, and capabilities the Foundation requires at any point in time and adjust accordingly

Skills, Experience and Abilities

Because philanthropy and equity are strongly connected, diversity, equity and inclusion is a primary consideration for the recruitment of the Head of MAS Foundation. Ideally, the Head of MAS Foundation will have most of the following professional skills, experience and personal qualities/aptitudes:

- **Passion** and commitment to MAS Foundation’s area of grant-making: improving the health of people in New Zealand.
- **Knowledge and understanding** of the wider social issues, including health issues, facing New Zealand communities.
- **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 champion 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 focused 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 trustees, MAS management and staff, health sector thought leaders, grantees/potential grantees or unsuccessful grantees, and various communities.

Education and Experience

- Tertiary level education required. (Health-related degree preferable)
- Work experience in health sector, or health-related areas, in New Zealand. For example, public health, health sector NGO, health promotion.
- Understanding and extensive knowledge of health in New Zealand is essential because this will be MAS Foundation's core area of grant-making. You may have gained this understanding and knowledge through both formal education and/or work experience in the sector.
- Effective existing networks in the health sector, community sector, or government is also a plus.
- Exposure or understanding of corporate social responsibility or philanthropy would be a bonus, however, can be learned on the job.

Internal Relationships

The Head of MAS Foundation will work closely with the MAS Foundation's Board of Trustees and MAS Management. The Head of MAS Foundation reports to the MAS CEO. In the day-to-day running of the Foundation, the Head of MAS Foundation will be responsible for working with the Chairperson of the Board of Trustees on issues relating to the Foundation's vision, mission, strategy, grant-making. The Head of MAS Foundation will liaise and work closely with MAS Management, and other MAS staff (in particular Marketing & Products team) to ensure alignment with MAS' broader CSR strategy and that MAS Foundation adds value to the overall MAS brand.

MAS is accountable to the Foundation for undertaking management activities of the Foundation. The Head of MAS Foundation is an employee of MAS and is responsible for delivering the management services to the Trustees of the Foundation. MAS holds the contractual relationship with the Head of MAS Foundation, and MAS administers the Head of MAS Foundation's contract and employment relationship.

The Head of MAS Foundation is expected to eventually supervise another staff member, for example a Grants Lead, or Operational Administrator.

Contractual framework: This is a one-year fixed term role due to the 'start-up nature' of MAS Foundation. MAS' strategy, philanthropic direction and focus areas are yet to be determined; therefore, the operating context of the Foundation will evolve significantly in the first year. The Head of MAS Foundation's role will evolve as the Foundation establishes its grant-making direction and programme. By the end of the year, the Head of MAS Foundation's role description may have changed.

Working relationships

Responsible to: CEO, MAS

Responsible for: No direct reports at present, but one direct report likely in the future

Internal

MAS Foundation Board of Trustees. MAS management, including MAS CEO (Reports to CEO of MAS), CFO, GM – Marketing, and General Counsel.

External

Health sector and health system actors in New Zealand.

Potential grantees operating in the areas of health promotion, research, education in New Zealand.

Public sector (Ministry of Health, DHBs, HPA, etc.)

Other details

Positions in MAS may change over time as the foundation develops. We are committed to maintaining a flexible organisation structure that enables us to meet changing market and Member needs.

Responsibilities for this position may therefore change over time as the job evolves.

Hours:

Full time, or near full-time (for example 0.8 FTE), negotiable.

Location

Wellington. Because MAS Foundation is an integral part of MAS, the Head of MAS Foundation will work at MAS head office and have day-to-day contact with MAS Management and other MAS operational teams.

Remuneration

A competitive salary depending on the candidate's skills and experience level.