

# Welcome to the MAS Foundation

The MAS Foundation is a philanthropic organisation working to make a difference to the health of people in New Zealand, particularly those communities traditionally underserved by our health system. Our mission is to invest in and catalyse ideas, partnerships, and actions to improve equity, health and wellbeing, especially for those most in need.

## Job Description

### Head of MAS Foundation

#### Job Details

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<b>Position Title</b>	Head of MAS Foundation
<b>Employment Type</b>	Full time or Flexible Part-time (0.8 FTE) could job-share (approx 20-25 hours per week each person). Fixed Term (1 year)
<b>Reports to</b>	MAS Foundation Chair
<b>Direct Reports</b>	None
<b>Business Unit</b>	MAS Foundation
<b>Location</b>	Auckland or Wellington
<b>Other</b>	Travel Required
<b>Created</b>	January 2021

#### Purpose

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In alignment with the Foundations' focus on equitable health outcomes and commitment to Te Tiriti o Waitangi, we are committed to clear articulation about tangata whenua rights and needs. The Head/s of MAS Foundation serve as thought partners to the Board in the ongoing development of the foundation's strategy, approach, and philanthropic investments. The role of this leadership team is to maximise MAS Foundation's impact. This is a critical role in operationalising the strategic direction of the MAS Foundation's Trustees which has a particular focus on equitable health outcomes for children and young people by focusing on them as individuals and on their family and community environment. The Head/s of MAS Foundation are responsible for identifying, analysing, and pursuing new opportunities, auditing grant statistics and keeping an overarching awareness of the portfolio and its adherence to the Foundations strategic plan. They also lead efforts to stimulate interest and engagement in MAS Foundation's vision among potential philanthropic and government partners and the broader MAS members and MAS staff.

#### Our Organisation

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MAS was founded a century ago by a group of forward-thinking doctors. Like them, caring for the communities around us is part of our DNA. We believe every person in New Zealand should enjoy as much good health as possible. But we also know that a lot gets in the way of people enjoying health and wellness. That's where the MAS Foundation comes in.

Our goal is to create a New Zealand where every child born is considered a taonga and lives in a family and community environment that promotes equitable health and wellbeing outcomes.

#### Key Relationships

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Internal – MAS Foundation Chair, MAS Foundation board of trustees, MAS CEO, key MAS staff and Co-Head of Foundation (if relevant)

External – Community organisations, researchers, clinicians, DHB & Ministry of health, policy makers within other government ministries, potential applicants/fund holders, other philanthropic organisations.

## Key Accountabilities

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### Head of Foundation (co-share)

- Effectively share the leadership of the Foundation
- Collaborate respectfully and be accountable to each other
- Actively listen to different viewpoints and be able to make the right decisions together

### 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 rigour.

### 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.

### MAS 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 bi-annual 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.

### Budgeting and Fiscal Oversight

- 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
- 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.

### Personnel

- Work in partnership with other MAS staff in all matters related to finance and administration of grants.
- Develop and recommend an annual operating budget.

### Health, Safety & Wellbeing

- Recruit and hire personnel, contractors as needed.
- Evaluate the skills, experience, and capabilities the Foundation requires at any point in time and adjust accordingly
- Takes responsibility for the health, safety and wellbeing of self and others within the workplace in line with the requirements of the Health and Safety Act and with company policy and guidelines
- Takes an active role in monitoring all relevant Health and Safety issues, particularly in high-risk areas (e.g. driving)
- Records, using appropriate documentation, all accidents, incidents or near misses
- Actively participates in training, workshops, and meetings regarding health, safety & wellbeing issues, relevant to the role and location

## Key Competencies & Experience

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These are the competencies, which The Head/s of Foundation is expected to display and against which their performance will be measured along with the experience required to be effective. In the case of a co-share arrangement, skill sets could complement each other between two incumbents with some specific to Tangata Whenua and Tangata Tiriti. It is key to the success of the MAS Foundation that there is a genuine co-sharing relationship if the role is shared.

### Required

Knowledge of health and health systems  
Strong understand of health and social inequities  
Strong understanding of systemic, societal determinants of health and disease  
Writing, communications  
Strong interpersonal skills, negotiation skills  
Judgmentally sound with impeccable ethics

### Ideal

Experience in working with high need communities specifically families and young people  
Experience in relational work at the community level  
Working in policy, government  
Experience working in or with government organisations

**Tangata Whenua  
Specific:**

Working with NGO sector  
Working with the health literature, evidence  
Working with data  
Understanding systems and systemic change  
Experience working with Pacifica or high needs communities

An understanding of inequity in health as it applies to Maori within New Zealand

Comfort assessing policies, projects and proposals from a Maori perspective  
an understanding of systemic societal issues affecting Maori, including the structural, commercial, economic, historical and political determinants of health and disease

An awareness and comfort working with traditional and contemporary Maori and Iwi structures, key Maori concepts, an awareness or understanding of the Te Tiriti O Waitangi.

Some knowledge of Te Reo

**Tangata Tiriti  
Specific:**

A strong understanding of inequity and the systemic societal determinants of health and disease (above)

Proficient writing skills

**Desired Experience and Qualifications**

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**There are desired experiences which could compliment across the roles**

**Experience**

Working with boards  
Working in philanthropy  
Working in research

**Qualification**

Degree qualified e.g health, social work or other social science.

*Job Descriptions are indications of the key result areas and accountabilities of the job and are not intended as a list of tasks performed in a role.*

**THIS DOCUMENT MAY CHANGE AND EVOLVE OVER TIME TO MEET THE  
REQUIREMENTS OF THE BUSINESS**