

Chief Executive Officer

JOB DESCRIPTION (1.0 FTE)



This job description describes the tasks that will be required of the job holder but does not form a part of the job holder's Employment Agreement. This Job Description is likely to change from time to time, to ensure that the role continues to best serve CAP's Mission. Therefore, flexibility on the part of the job holder is required.

Location of the Role

CAP Support Office, Auckland, with travel in New Zealand

Purpose of the Role

The CEO provides the strategic, organisational and spiritual leadership that brings CAP's vision, mission and impact to life across Aotearoa. In partnership with the Board, they steward what has been built and lead CAP into its next season, empowering our people, shaping strategy and culture, strengthening key relationships, and championing our Christian philosophy and kaupapa so that more individuals and whānau experience hope, freedom and transformation.

Key Relationships

Department:	Executive Leadership Team
Reports to:	CAP Board
Direct Reports:	Executive Leadership Team; Executive Assistant to the CEO; Head of Technology
Key Internal Relationships:	CAP Board Support Office Employees
External Relationships:	CAP International Church leaders Coaches & Volunteers Executive level organisational advisors & consultants Local and regional government leaders Business & For Purpose leaders Supporters & Donors

Role Accountabilities

1) Strategic Leadership and Impact

- Lead the development and implementation of CAP's strategic direction and priorities in partnership with the Board and staff.
- Discern emerging opportunities that strengthen CAP's ability to serve whānau across Aotearoa, fostering innovation while remaining grounded in CAP's mission, vision and values.

- Grow the depth, reach, quality and impact of CAP's programmes and ensure they reflect sound practice and the needs of the people and communities CAP serves.
- Contribute to strategic conversations and leadership across the wider CAP international movement.

2) Mission, Faith and Culture

- Cultivate a thriving, Christ-centred culture where people feel valued, supported and empowered to do their best work.
- Lead with a servant heart, modelling humility, integrity, courage, prayer and generosity.
- Champion and live out CAP's values, fostering mutual thriving, giving our best to those we serve, and keeping a 'with Jesus' approach at the heart of all we do.
- Champion CAP's Christian identity, creating space for faith to be expressed naturally, authentically and respectfully across our diverse community.

3) People and Organisational Leadership

- Lead, encourage and develop the Executive Leadership Team's technical skills and leadership capability to effectively lead their teams, bringing clarity, accountability and a shared commitment to delivering CAP's mission and impact.
- Oversee organisational planning, budgeting, monitoring and reporting and ensure effective delivery against agreed priorities.
- Safeguard CAP's long-term sustainability, including its people, finances, services, infrastructure and partnerships.
- Build a healthy, collaborative and high-trust working environment in which people are equipped and supported to contribute well.

4) Church, Stakeholder and Public Engagement

- Strengthen and maintain professional and longstanding relationships with both internal and external stakeholders and networks.
- Build trusted connections across denominations, communities and sectors, including local and central government, business and for-purpose organisations.
- Represent CAP nationally and promote the vision and values of CAP NZ across multiple settings including through public speaking, social and traditional media.
- Together with Executive colleagues and Board members, represent the organisation at high impact stakeholder meetings and fundraising events.
- Contribute to wider discussions about debt relief, poverty and injustice in Aotearoa.

5) Fundraising and Sustainability

- Lead a culture of stewardship, generosity and shared responsibility for CAP's mission.
- Raise funds and other forms of support that enable CAP to extend its impact and remain financially sustainable.

- Ensure CAP maintains high standards of financial stewardship, transparency and accountability.

6) **Governance, Risk and Accountability**

- Build and maintain an open, trusted and effective partnership with the CAP NZ Board, grounded in transparency, respect and shared commitment to CAP's mission.
- Lead the annual planning, budgeting, monitoring and reporting cycles, ensuring the Board has clear and timely information to provide effective governance.
- Ensure CAP operates with integrity and good stewardship, effectively managing risk, meeting legal and regulatory requirements, and using delegated authority responsibly.
- Bring Board-approved strategy, policy and budgets to life, taking clear accountability for organisational performance, outcomes and mission impact.

7) **Participate in organisation-wide activities**

Pertaining to Organisational Identity & Culture:

- Expected to lead, shape and participate in CAP karakia spaces, including attending daily morning Karakia when working from the office
- Lead, contribute and shape CAP's Haerenga and Bi-cultural Competencies

Pertaining to Donor Relations:

- Regularly invite personal contacts to contribute to CAP's 'Life Changer' regular giving program
- Provide leadership and participation in fundraising activities, including annual 'thankyou' calling evening & attendance or presenting at all five of CAP's annual Fundraising Dinners.
- Lead and participate in 2-4 CAP Church talks per year around Aotearoa.

Authorities

Within the delegations and policies approved by the Board, the CEO has authority to:

- Lead and manage CAP's strategy, budget and organisational operations.
- Recruit, lead, develop and, where necessary, exit staff.
- Manage staff performance and build organisational capability. Commit and allocate CAP's resources within approved delegations.
- Represent and speak on behalf of CAP NZ publicly.

Personal Attributes & Values

- A strong personal alignment with the foundational Christian philosophy, organisational identity, culture, and values of CAP

- Ability to work with many different faith expressions, wherever they are on the spectrum of conservative to charismatic
- Ability to work comfortably and well in an environment which demonstrates the Christian gospel with stakeholders, shares about Jesus Christ as appropriate, and prays
- Demonstrated cultural competence and humility, honouring Te Tiriti o Waitangi and building genuine, trusted relationships with Māori, Pasifika and the diverse communities CAP serves across Aotearoa.
- Ability to confidently work with vulnerable people
- Ability to safely and sensitively engage with people from different cultures & backgrounds
- Ability to calmly and confidently manage complex challenges with discernment and maturity
- Ability to work effectively under pressure, with flexibility to work evenings and weekends when required.
- Requires regular domestic and limited international travel
- Works well under pressure and demonstrates flexibility, including working evenings or weekends when required.
- Hold and maintain a full drivers licence

Skills, Knowledge, Expertise & Experience

- Significant executive leadership experience, preferably as a CEO or senior executive.
- Demonstrated experience leading strategy, organisational growth and change.
- Experience working constructively with boards and governance structures.
- Strong financial and commercial acumen, with evidence of responsible stewardship and organisational sustainability.
- A strong record of building partnerships and uniting diverse stakeholders around a shared vision.
- Outstanding communication skills across public, organisational, media and relational settings.
- An empowering leadership approach and the ability to select, motivate, manage and develop people.
- Demonstrated cultural competence and an informed understanding of Māori, Pasifika and the diverse communities of Aotearoa.
- Experience in not-for-profit, community, church, social service or charitable settings is desirable.

Qualifications (desirable)

- Relevant tertiary qualification or equivalent senior leadership experience.
- Governance or executive leadership development desirable.
- Christian ministry or theological training advantageous.
- Te Tiriti o Waitangi and cultural capability development advantageous.