



DIRECTOR OF DEVELOPMENT & OPERATIONS/ CO-EXECUTIVE DIRECTOR

YOGAZEIT LTD

About YOGAZEIT

YOGAZEIT Ltd. is a Not for Profit and Health Promotion Charity (DGR 1 status) dedicated to the prevention and management of both psychological and physical health conditions. We educate and empower Australian Youth and Seniors with Yoga and Mindfulness classes, programs, training, and professional development courses founded on the principles of education, ethics and research. In order to support our activities we rely on donations, grants, our own fundraising efforts and funding arrangements with strategic partners.

At YOGAZEIT, we believe that the physical, mental, and emotional benefits of yoga and mindfulness should be accessible to all School Communities and Aged Care facilities across Australia, regardless of financial circumstances, gender, age, backgrounds, abilities, challenges and talents.

To enact our mission, we provide mindfulness education, classes and outreach programs that support growing and ageing bodies and minds in navigating challenging emotions, cultivating an understanding of oppressive systems and their role within them, and enhancing self-confidence. In our classes, students learn and practice tools and strategies that extend far beyond the yoga class. We hold professional development workshops for educators that emphasize Social Emotional Learning, Trauma-Informed Teaching, & Healing Centered Engagement. We also provide yoga and mindfulness classes for educators and carers to support their own emotional and physical well-being.

We're strongly invested in supporting Aboriginal and Torres Strait Islander communities with culturally relevant two-way learning Mindfulness and Movement. This is a strategic focus for YOGAZEIT for the coming years. Reconciliation and mental, physical and social health and wellness activities for remote communities are driven with a community-led focus supporting healing on country. One breath at a time.

Position Summary

Yogazeit's Board of Directors are seeking an additional Co-Executive Director to work alongside our Founder and Executive Director to collaboratively guide the organisation through its next phase where we aim to deepen our impact primarily by advancing access and mental and physical health promotion through mindfulness and movement.

This Co-Executive Director will co-lead all aspects of the organisation while focusing most of their efforts on **strategic direction, growth, operations, and Board management**. With a small, strong team of volunteers and contractors to guide, the Co-Executive Director should expect to be involved with all levels of the work to ensure the organisation as a whole delivers on its commitment to the well-being of Australia's Young and Young at Heart.

The Co-Executive Director will play a critical role in the overall impact of our programming, and we need someone who is eager to bring their ideas, experience, and unique insight to the table and on the mat.

It's important to note that **the onboarding process for this position may take up to six months during which the candidate will fulfil the role of Director of Development and Operations.** Our intention behind this process is to allow the whole team ample time to shift into their roles, some redefined, some brand new, as mindfully as possible. During this time, the Director of Development and Operations will work with the whole team, primarily the current Executive Director and the Executive Board, to ensure a smooth transition into a shared leadership model. This period is also an excellent opportunity for the candidate to receive coaching and training in self-identified areas of growth as well as gain a deeper insight of the organisation and our plans for the future. .

Position Responsibilities

Strategic Leadership, Organisational Culture, and Team Management:

The Co-Executive Director reports to the Board of Directors and partners with them to set priorities for the organisation and is accountable to them for results toward those priorities. This role works in tandem with the Board and other staff to establish the strategic vision and operational plan for the organisation. This role co-leads the team with a focus on accountability for outcomes, individual and whole-group development and well-being, and maintaining authentic relationships.

Organisational Sustainability and Development:

Responsible for budget management (with technical support from Board members), ensuring we are fiscally sound and our budget represents our values and mission. This role oversees all fundraising activities and revenue streams, leveraging Board and team members as needed. The Co-Executive Director partners with the Board to set equity, culture, and sustainability driven policies and organisational practices, ensuring Yogazeit's work is effective and ethical.

Project Management and Oversight:

Currently Yogazeit is run on a volunteer and independent contractor basis. This means that while the Co-Executive Director clarifies the vision and big-picture strategy, they may also lead specific programs or initiatives. This role best fits someone who enjoys maintaining a clear view of the big picture while following through on all of the smaller details. Example projects could be outreach activities in remote Aboriginal communities, or the development of a structured Volunteer staffing initiative.

Community Engagement and Advocacy:

Building authentic, meaningful relationships with youth, older adults, teachers, and other community stakeholders is essential to this role. The Co-Executive Director must advocate for mental health equity in all spaces including but not limited to team meetings, Board meetings, interactions with funders and partner organisations, organisational social media platforms, and supplemental trainings.

Critical Skills, Mindset, and Experience

Below are some of the qualities and key experiences we feel are important to fulfilling this role. Plan to discuss your background in these areas.

Mission Alignment and Commitment to Equity:

- Demonstrated success working with and building relationships with youth and older adults, especially disadvantaged communities.
- A personal yoga or mindfulness practice and an understanding of how yoga benefits the body and mind
- An appreciation of how trauma impacts a child's brain, behaviour, and trajectory
- A commitment to equity and what that looks like in action
- An understanding of how culturally-sensitive and integrated practice can improve health and mental health outcomes.
- Ability to work outside of traditional work hours when the job requires, including occasional weekend pop-up events and outreach activities to remote communities

Leadership Experience:

- Demonstrated success leading a team of adults, building strong culture, developing others, and overseeing results
- Ability to communicate a strong vision for leadership through an equity and racial justice lens
- A strong management toolkit which includes systems for goal setting and progress monitoring, check-ins and meetings, modeling commitment to personal well-being, and professional development, coaching, and accountability
- A high degree of personal effectiveness, strong attention to detail, and the ability to meet internal and external deadlines when dealing with competing priorities

Strategic Thinking and Problem Solving Skills:

- Skill in identifying risks, gaps, and opportunities for an organisation, department, and/or area of ownership
- Experience developing a complex plan or high-level vision for a big project
- Experience addressing challenging and dynamic situations.

Finance and Operations Management:

- Comfort with and commitment to collecting and analysing different types of data to make informed decisions
- Exceptional demonstrated project management skills, the ability to set the vision for a large scale project and see it through to execution and evaluation
- Skill in storytelling and engaging others in the work; an excitement for raising resources (monetary, in-kind, partnerships, etc.) to reach the revenue goals needed for organisational sustainability
- Ability to build annual revenue and manage finite resources in accordance with both the budget and the operational plan in line with strategic objectives.
- Ability to oversee organisational financial and legal compliance.
- Strong technical and professional writing skills including grant writing
- Proficiency with all Microsoft Office and Google Drive programs

Establishing and Nurturing Relationships:

- Demonstrated skills in building authentic relationships with a variety of individuals, across backgrounds and personal identities, and fostering a culture that allows people to be their true selves at all times
- Experience building collaborative partnerships within the organisation and with other organisations/entities
- Strong communication skills and the ability to adapt communication based on the audience's needs/preferences

Willingness to Learn, Adapt, and Share:

- Knowledge of personal strengths and areas of development, particularly as they align to this role, and a clear and honest approach to leveraging strengths and growing in gap areas
- An excitement for constant professional growth, examples of seeking feedback and making changes as a result, and understanding of how you learn and grow best
- Comfort navigating a dynamic, regularly changing landscape and success working in a similar environment
- Demonstrated optimism, adaptability, and knowing how and when to “make it work”.Willingness to share personal reflections for the benefit of the team’s growth

Preferred Experience

- Completion of a 200-hr yoga teacher training program
- Completion of a trauma-informed training program and/or kids or teen or seniors yoga training program
- 5+ years of professional working experience
- Experience in a leadership role at a school, government organisation, leading a small organization, youth serving program or Not for Profit organisation
- Experience managing to a budget and utilising financial platforms (eg. xero)
- Demonstrated grant writing and fundraising success.

To apply, please send your resume and cover letter outlining your experience and interest in joining Yogazeit to Regina@yogazeit.com.au.

Please also state your expected starting date and salary expectations.

We’re looking forward to hearing from you!