



Executive Director Job Description

Ren Xue Australasia Context

Ren Xue Australasia (RXAA) is a not-for-profit charitable trust incorporated in Aotearoa/New Zealand. RXAA works with the community in Australasia to help develop Ren Xue. RXAA was established in 2015 as part of an initiative to provide a global organisational structure for Ren Xue. It is governed by the RXAA Board, with board members from both Aotearoa and Australia.

Ren Xue Australasia is part of a global network of Ren Xue organisations, all of which are affiliated with Ren Xue International—the central and leading organisation for the affiliates.

Organisational Growth

Over the past five years, RXAA has undergone significant growth as an organisation. This growth reflects the increasing engagement and expanding activities of RXAA within the community.

Property and Assets

RXAA, as a Charitable Trust, owns a 186-hectare former dairy farm, currently in conversion to regenerative agriculture. The farm is located in Onekaka, Mohua/Golden Bay. The Trust is currently responsible for farming this land. In addition to the farm, there is a recently renovated villa situated on the property. The farm and villa are intended to generate income that will help support the charitable activities of RXAA.

Development Projects

A major building project is currently in its early stages on the farm property. This project aims to establish a 200-person capacity Centre for RXAA, which will serve as a global centre for teaching and organisational activities.

Looking ahead to the next five years, RXAA's primary focus in terms of the Centre Project, will be on building a centre positioned to host Ren Xue Education, which is currently in development.

Support for Ren Xue Teachers

In addition to these property and development initiatives, RXAA continues to provide support to Ren Xue teachers throughout Australasia, contributing to the ongoing development of the Ren Xue community, in line with RXI teacher development programmes

Ren Xue Australasia Vision, Mission and Goals

Vision A world where all people experience harmony – within their own lives, their personal relationships, society and with nature

Mission To uplift ourselves and help others to do the same by promoting Ren Xue

Goals

1. Elevate our own lives and the work of the organisation
2. Support the development of Ren Xue, Ren Xue teachers and the Ren Xue community
3. Promote Ren Xue

Six Guiding Principle for Working in Ren Xue Organisation

1. Apply the highest principle of Ren Xue: Zi Du, Du Ren (uplift yourself & help others)
2. Embrace the mission (Zi Du, Du Ren) and take responsibility
3. Love and support one another to grow together
4. Uphold harmony
5. Adopt a pioneering spirit and exercise creatively
6. Move forward with courage

Purpose of the Role

Reporting to the Board of Trustees, the Executive Director will deliver strategic and operational leadership for Ren Xue Australasia, ensuring effective oversight across all functional areas. They hold overall operational accountability across all functions of the organisation.

This is a key leadership role for a person who wants to be part of shaping and scaling the organisational structure and next phase of Ren Xue Australasia.

Location

This is a remote role within Aotearoa NZ with some travel required. Regional proximity to Mohua Golden Bay will be an advantage.

Reporting To The RXAA Board of Trustees with the Chair as primary liaison between meetings.

Hours 24 hours per week.

Key Responsibilities

Leadership & People Management

- Provide overall management and leadership for all operational managers and staff, building and maintaining a cohesive and agile team and a strengths-based organisational culture.
- Maintain full operational oversight, fostering innovative systems and workflows.
- Hold oversight of HR systems, processing and legal compliance.
- Bring cultural competence and an understanding of Te Tiriti o Waitangi and its relevance to partnership, governance, and community engagement.

Legal & Regulatory Compliance

- Ensure the organisation is compliant with relevant legislation and regulation relating to the charities, education, local government and farming sectors and employment related legislation.
- Lead a culture with a focus on the wellbeing, health and safety of staff, volunteers and contractors.

Financial Management

- Exercise financial stewardship, including sustainability, commercial outcomes and fund generation.
- Ensure financial viability, and the generation of funds. Hold responsibility for developing effective fundraising strategies and overseeing their implementation, while empowering others within the organisation or external partners to carry out fundraising activities.
- Hold primary responsibility for the preparation, management and oversight of the organisational budget, ensuring fiscal discipline and alignment with strategic and operational objectives and plans.
- Monitor financial performance, report regularly to the Board and implement corrective actions as required to safeguard the financial viability of RXAA.

Strategic Development

- Work closely with the Board of Trustees to support effective governance.
- Provide input on the Trust's strategic direction and lead the implementation of their strategic planning, in line with the Vision and Mission of the organisation; monitor implementation and adjust direction as necessary.
- Lead the advancement of Ren Xue Australasia during the establishment of a Global Centre at Onekaka, Mohua/Golden Bay, and support its development as a central hub for Ren Xue Education.

Key Relationships

- Build and support flourishing and effective relationships with RXAA staff, as well as with Ren Xue organisations worldwide. This includes fostering productive connections and open communication channels, with particular emphasis on collaboration with the ED and Education Leads of Ren Xue International.
- Build and maintain strong and healthy relationships with stakeholders, particularly the Ren Xue Community, the Mohua/ Golden Bay community and local iwi.

Person Specification

Values

- Deep alignment with Ren Xue principles: kindness, personal growth and the mission to uplift oneself and others (Zi Du, Du Ren).

Leadership & People

- Proven people leadership capability with high integrity, transparency, a collaborative style and alignment with wisdom-based leadership.
- Demonstrated ability to work alongside managers using a strengths-based approach to developing managers and building cohesive teams.
- Ability to operate in times of change; to build systems, and lead through growth and transition.

Experience & Technical Capability

- Experience with nonprofit compliance in Aotearoa New Zealand, including sound fiscal management, governance requirements, and regulatory obligations.
- Financial/business acumen, with demonstrated ability to manage budgets and ensure long term financial viability for the charity.
- Experience working in the independent education sector is an advantage.
- Relevant qualifications are preferred.

Personal Attributes

- Problem-solving skills, adaptability, and the ability to prioritise and meet deadlines in a dynamic environment.
- Must be eligible to work in New Zealand.

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