

## Chief Executive Officer

**The core purpose of this role is to provide leadership and direction for Caritas Australia, the Australian Catholic Church’s humanitarian development agency. The CEO will work closely with Caritas Australia Board of Directors to develop strategies to grow fundraising, advocate for development and humanitarian work and develop and monitor high quality programs both domestically and globally. The CEO will ensure effective implementation of the strategy, drive implementation and report on results. This role has responsibility for the day-to-day management of the organisation, and manages the Leadership Team which advises the CEO on key strategic and operational matters**

<b>I am a member of:</b>	Office of the CEO	<b>My role is based in:</b>	Sydney, Australia
<b>I report to:</b>	Board Chair, Caritas Australia	<b>My role is classified:</b>	N/A

### I am committed to:

- The mission of Caritas Australia in our quest to end poverty and injustice through the realisation of human dignity for all people and the sustainability of our planet.
- The promotion of the Catholic Social Teachings and Caritas Australia values of courage, compassion, partnership and stewardship which underpin our work
- Our Code of Conduct which outlines the professional behaviour that is expected of me
- The safeguarding of children and vulnerable adults in line with laws, standards and Caritas Australia’s policies and procedures
- The safety and security of myself and others
- Abiding by all Caritas Australia’s policies and processes

### In my role, I am accountable for:

#### Strategic leadership for Caritas Australia

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides Caritas Australia’s mission
- Translate Caritas Australia’s strategic plan into 3-year operational plans with clear Key Performance Indicators for all staff
- Lead staff and volunteers to effectively implement the strategy and annual plans
- Inspire a professional, values based, results-driven environment across Caritas Australia
- Perform general management duties overseeing the day-to-day operations of Caritas Australia

## **Board Governance**

- Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times
- Assist in the development of trusted and productive relations between Board, leadership team, staff and stakeholders.
- Communicate effectively with the Board by providing members with all the necessary information to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organisational progress
- Implement Board policies and procedures and build support for Board decisions amongst staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

## **Development and Fundraising**

- Drive development and fundraising in collaboration with the Advancement Director
- Initiate, cultivate, and extend relationships with the organisation's portfolio of individual, foundation, and corporate supporters

## **Financial Management and Administration**

- Oversee Caritas Australia's financial stability and sustainability by maintaining healthy cash flow and adequate reserves
- Oversee the development of the annual organisational budget
- Work with the Leadership Team to manage income & expenditure with appropriate processes and procedures

## **External Relations and Communications**

- Develop strong effective relationships with key religious, government and sector stakeholders
- Promote strong relationships with Catholic diocesan, parish and school communities
- Represent Caritas Australia and serve as chief spokesperson publicly at events, conferences, and partnership meetings, enhancing the agency's standing and public profile
- Present and promote the organisation and its mission, programs, partners, and members in a consistently positive manner, and importantly giving respect and agency in our relationships with partners.
- Ensure high visibility to prospects and the public, and build interest in engaged philanthropy

## **As the Chief Executive Officer, I have the following skills:**

- A decisive, energetic, empowering and inspiring people leader
- Energy, stamina and resilience
- Ability & willingness to undertake regular interstate and international travel
- Outcome and solutions focused with a strengths-based approach
- Demonstrated values in line with Catholic Social Teachings and Caritas Australia's vision, mission and values
- Flexible & able to respond to change quickly
- Highly skilled & confident public speaker and presenter
- Financial management & budgeting skills
- High level collaborative, relationship building & networking skills

## **As a people leader, I am also responsible for:**

- Safeguarding: ensuring that my team members understand their responsibilities in line with our organisational obligations, and that we implement our policy commitments
- Risk management: reporting and managing financial, reputational and other risks
- Culture: contributing to positive morale and a collaborative, transparent and accountable culture
- Compliance: ensuring our procedures and processes reflect best practice and are compliant with DFAT accreditation standards, ACFID Code of Conduct, CI Management Standards and other regulations
- Safety and security: ensuring WHS obligations are met for my area of responsibility in line with the Safety and Security Policy

## **For this role I need these skills and experience:**

- Prior experience as a CEO, Executive Director, or in a related position at a nonprofit, foundation, government, or industry
- Strong business acumen and a history of providing visionary leadership at the executive level
- Proven experience executing organisation growth and leading a similar size successful nonprofit and/or related entity
- Proven experience working with and leading a nonprofit Board and working with diverse groups of people
- Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills
- A bachelor's or advanced degree

## **In my role, I will interact primarily with:**

- The Caritas Australia Board Chair – to keep informed on work in progress, receive guidance and to escalate issues as required
- Internal and external stakeholders and partners – to implement service agreements and strengthen relationships
- Direct teams – to provide formation, build engagement, develop their careers, mentor and coach
- Colleagues within Caritas Australia – to ensure consistent messaging and approach by colleagues on issues related to strategy and organisational performance
- Government, Church and Non-Government agencies – to foster accountability and engage stakeholders on behalf of Caritas Australia

## **For this role I am required to have:**

- Working with Children check
- Police check(s)
- Counter terrorism check
- ASIC check
- Health checks, including vaccination requirements
- Ongoing appointment to this position is dependent on successful completion of any other required background checks and maintaining the required health and vaccination status