



Role Description

Position Title: Chief Executive Officer (CEO)

Organisation: Climate Action Network Australia (CANA)

Location: Negotiable, with a strong preference for proximity to a capital city. The CANA team has a hybrid work model with offices in Brisbane, Melbourne and Sydney. Travel, including internationally, is required as part of the role.

Reports to: CANA Board of Directors

Employment Type: Full-Time, Fixed Term

About CANA

Climate Action Network Australia (CANA) is the national network of organisations and individuals dedicated to effective action on climate change. We provide the space, tools and leadership that brings the climate movement together for greater impact and movement growth. We are committed to a fair and sustainable Australia free of climate pollution, where people and nature are protected from dangerous climate change.

Role Purpose

The Chief Executive Officer (CEO) provides visionary leadership, strategic direction, and operational excellence to advance CANA's mission. Reporting to the Board, the CEO ensures the delivery of CANA's strategic objectives, builds the capacity and influence of the network, and champions climate action across Australia.

Key Responsibilities

Strategic Leadership

- Develop and execute CANA's strategic plan, ensuring alignment with organisational goals and member needs.
- Identify emerging trends and opportunities to position CANA and our members as a leader in the climate action movement.

Governance and Compliance

- Support the Board in fulfilling its governance and fiduciary obligations, including ensuring compliance with legal and regulatory requirements.
- Provide timely and accurate reports to the Board on strategic, financial, and operational performance.



Stakeholder Engagement

- Build and sustain strong relationships with members, funders, partners, government, and other key stakeholders.
- Represent CANA in various high-profile forums, media, and public engagements to advance its mission.

Financial and Operational Management

- Oversee the preparation and management of budgets, ensuring financial sustainability and transparency.
- Lead the development and implementation of effective operational policies, procedures, and systems.

People and Culture

- Foster a collaborative and inclusive organisational culture that aligns with CANA's purpose.
- Recruit, mentor, and lead a high-performing team, ensuring their professional growth and engagement.

Key Selection Criteria

Essential

1. Proven experience in executive leadership within a membership-based, not-for-profit, or mission-driven organisation.
2. Demonstrated ability to develop and implement strategic plans that deliver measurable outcomes.
3. Strong understanding of governance principles, including working effectively with Boards and compliance frameworks.
4. Exceptional stakeholder management skills, with the ability to inspire and influence diverse audiences.
5. Financial acumen, including experience in budget management and ensuring organisational sustainability.
6. A deep commitment to climate action, with an understanding of the Australian climate action landscape.

Desirable

- Training and/or qualification from a reputed governance training organisation e.g. AICD, Comm.
- Experience working within a CANA member organisation.