Chief Executive Officer

Employee name		**Date PD issued**	**October 2021**
Position / job	**Chief Executive Officer**		
Employer	**The Nappy Collective Inc ("TNC")**	**Manager / Supervisor**	**Sandra Jacobs - Chair**
www.thenappycollective.com			

Purpose of position

The purpose of this role is to lead The Nappy Collective Inc ("TNC") both strategically and operationally. Key responsibilities include further strengthening the reputation of the organisation, developing sustainable corporate partnerships and fundraising initiatives, and continuing to build on our engagement with the community.

Benefits

This is a unique opportunity to lead a dynamic not-for-profit organisation whose mission is to support vulnerable families with young children.

Key responsibilities

Advocacy and brand reputation

- Be a strong and passionate advocate for The Nappy Collective's cause amongst the community
- Further strengthen the reputation of the organisation by developing corporate and community partnerships
- Increase the reach and knowledge of The Nappy Collective amongst the community to continue to drive donations of nappies
- Be the spokesperson for all media-related enquiries
- Support our team to develop and execute on a marketing and communication plan, including social media engagement

Partnerships and community engagement

- Build relationships with our existing beneficiaries based on trust and confidence

- Develop sustainable corporate and community partnerships that are aligned to the organisation's strategic direction and drive community, reputational and commercial benefits

Fundraising initiatives

- Create and implement fundraising initiatives that give our people, donors and the broader community an opportunity to support The Nappy Collective
- Develop relationships with philanthropic bodies
- Develop an annual grant application plan and work with staff and the Board to execute the plan
- Identify and execute opportunities to enable The Nappy Collective to be financially self-sustaining

Team leadership

- Lead our Community Engagement Manager, who is responsible for the organisation's volunteers, administration, and Collective logistics
- Work closely with The Nappy Collective's Board to leverage their skills as needed

Budgeting and logistics

- Work closely with the Treasurer and Chair to create and oversee the organisation's annual budget
- Oversee the general operations of the organisation
- Oversee the logistics required to support the annual and year-round Collectives and other events and fundraising initiatives

Work conditions

Hours/Days: 24 hours per week (0.6FTE) with additional hours around the time of the annual Collective and other key events organised from time to time.
Attendance at quarterly Board meetings and the Annual General Meeting.
Ad hoc interstate travel may also be required.

Report to the Board of Directors, in particular the Chair, Sandra Jacobs.

Location of the role is flexible.

Selection criteria

- You're passionate and energised to do great work in the community, and to advocate for The Nappy Collective's cause.
- You have at least 10 years' experience in corporate, small business or community organisations, with management or leadership experience.
- You're committed to the role that The Nappy Collective plays in supporting families in crisis, particularly families escaping domestic violence.
- You can successfully develop, grow and sustain corporate and community partnerships and fundraising programs.
- You're able to deliver on a strategic plan and monitor its progress and effectiveness.
- You have an entrepreneurial spirit, with the ability to think outside the square, take advantage of emerging opportunities and get things done.
- You love the hustle, networking and generating new leads required to grow an organisation.
- You're a self-starter and thrive on working relatively independently or in a small organisation.
- You're authentic, relate well to others and know how to provide structure to those around you.
- Being a small, grass roots organisation, you're agile, with the ability to lead and run multiple projects, as well as manage to a budget.
- You have excellent time management and organisational skills.

Salary

Salary: $100k per annum (pro-rata) including superannuation (subject to candidate's experience)
Computer/laptop and mobile phone: provided during employment with TNC.
Salary sacrificing may be available.

To apply

Please email your detailed resume (with at least two references) together with your cover letter to nappycollectivecareers@gmail.com.

For any queries, please call Sandra Jacobs (0408 520 823), or email nappycollectivecareers@gmail.com

Please note you must be an Australian Citizen or have Permanent Australian Resident Status.