



## Chief Executive Officer Job Description

<b>Job Title</b>	CEO
<b>Salary</b>	\$100,000 - \$110,000 (dependent on experience) plus 10% superannuation
<b>FTE</b>	1 FTE. Will consider 0.8 for an exceptional candidate.
<b>Duration</b>	Permanent
<b>Location</b>	Flexible. Some minimal travel requirements for key events such as strategy days.
<b>Key Relationships</b>	<b>Reports to:</b> Board Chair. <b>Manages:</b> Team Assistant. Community Engagement Manager. Project Manager - Climate Care Program. <b>Other:</b> Product Development Manager - Climate Care Program. Project Coordinator - Climate Care Program. Volunteers.
<b>Other</b>	Work hours are flexible and include some evening Zoom meetings. Time off in lieu is encouraged.

### ABOUT VFCA

Vets for Climate Action (VfCA) is a fast growing climate action organisation formed in late 2019. We have six staff (including this hire), approximately 50 volunteers from the veterinary profession, and over 1500 members around the country. We inspire vets, vet nurses and the community of animal lovers around them to help Australia make progress tackling one of the biggest threats to animals - climate change.

**Our mission:** We mobilise the veterinary profession and broader animal care community to tackle the climate crisis within and beyond our sector.

**Our approach:** We help veterinarians, vet nurses and everyone who works in the animal care industry to reduce the emissions of their workplace - from small vet clinics to big pharmaceutical companies. We provide opportunities for veterinarians, veterinary support staff and the broader animal care community to advocate for policies to reduce Australia's climate pollution at local, state and federal levels. We support our members to educate and engage people within their own circles of influence - encouraging others to advocate for climate action.

[Read our Strategic Plan to learn more.](#)



# Veterinarians for Climate Action

A Voice for all Animals

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## THE ROLE

Are you a multi-skilled professional with a love of animals and a deep concern about climate change? Could you lead an organisation to deliver a Strategic Plan for maximum impact on climate change, while ensuring financial stability and growth? Are you happy to roll up your sleeves and get things done, whilst equally comfortable delegating effectively to staff members and volunteers?

## KEY RESPONSIBILITIES INCLUDE:

1. **Strategic planning and growth** - refining, implementing and, when necessary, revising the Strategic Plan; designing strategies that create change and balance short-term opportunities with the long-term objectives of VfCA, in consultation with the Board.
2. **Fundraising** - developing and executing VfCA's fundraising strategy; managing existing donor relationships; developing new major donor relationships and creating new funding avenues to ensure the ongoing financial security and growth of the organisation.
3. **Managing staff and volunteers** - managing a diverse group of staff working remotely across Australia; maintaining high performance and a positive working culture from the staff team; engaging effectively with volunteers.
4. **Executing projects, campaigns and communications** - guiding and assisting staff and volunteers to execute projects and campaigns, such as our Climate Care Program and our advocacy work, including external communications such as press releases and email blasts to our 1500 members.
5. **Leading and managing a non-profit** - managing the organisation competently with a view to growing our organisation, its scale and impact; raising and allocating resources efficiently in line with the strategic plan; ensuring the organisation complies with all relevant laws and regulations and working with our book-keeper to produce financial statements and manage annual audits.

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## ABOUT YOU (CORE COMPETENCIES)

To lead our work, the Chief Executive Officer will be a highly effective communicator, and a skilled and well-connected fundraiser. They will have experience executing campaigns and / or projects and strong people and advocacy skills. The CEO will understand the Australian



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context of community and political climate action, and the opportunities for the animal care industry to play a leading role in achieving bipartisan support for climate action.

1. **Leadership** - You have the leadership and management skills to effectively lead our staff and many volunteers, and to inspire confidence in relevant stakeholder groups, including supporters, partners and donors.
2. **Persuasiveness** - You are a persuasive leader and a confident and experienced fundraiser, including with major donors, grants and ideally also regular giving. You are confident in making requests of donors and other stakeholders and have high emotional intelligence. Sales and marketing experience would be an advantage.
3. **Strategic thinking and initiative** - You are able to independently make strategic judgement calls about week-to-week priorities that balance short-term opportunities with ensuring delivery on the long-term strategic objectives of the organisation. You can competently implement and when necessary review the organisation's Strategic Plan and Theory of Change.
4. **Written and verbal communications** - The CEO must be able to confidently and articulately represent VfCA's position verbally and in writing. The CEO will need to inspire audiences of all sizes through donor and stakeholder engagement and public speaking.
5. **Relationship building** - For VfCA to succeed we need strong relationships with donors, stakeholders and partners across the animal-care industry, climate and community groups and across the political spectrum. The CEO must be a 'people person', showing a track record of being able to effectively build relationships and strong networks across a diverse range of stakeholders.
6. **Political savvy** - VfCA aims to engage constructively with all sides of politics to drive climate action outcomes. The CEO needs to understand the Australian context of community and political climate action, and the opportunities and challenges of engaging and empowering people to advocate for climate action in Australia.
7. **Planning and organising** - The successful candidate will be a skilled project manager, able to deliver work on time and within budget. They must have proven experience in planning and executing projects, ideally in climate campaigning, and be experienced in organisational governance.
8. **Passion for climate action** - The CEO must be genuinely passionate about animals and the urgent need to address climate change.



## APPLY

Please submit the following using the EthicalJobs portal.

- **Cover Letter** (max 2 pages).
  - Outline why you are interested in this role and in VfCA.
  - Use the headings provided under 'Core Competencies' to structure your cover letter and use examples to show how your experience has built your skills in each of these competencies.
- **CV** (max 2 pages).
  - Include paid and unpaid roles that relate to the role, responsibilities and core competencies.
- **Task** (max 2 pages for all 3 questions). Please answer the following questions:
  - **Question 1.** In what ways can the animal-care profession be most effective in addressing climate change?
  - **Question 2.** What fundraising plan would you implement in the first 6 months to ensure financial stability and growth?
  - **Question 3.** Is there anything in your background that would make it off-putting or politically risky for conservative-voters or conservative politicians to work with you? If so, how would you minimise that risk?

We value diverse experiences and perspectives to strengthen our team, strategies, and movement. We strongly encourage applications from First Nations people, people from culturally, racially and gender diverse backgrounds, parents and carers from all types of families, and people living anywhere in Australia. We offer some flexibility in working hours to fit your family, cultural and community commitments.

If you have any questions, contact Alix Foster Vander Elst, CEO at [jobs@vfca.org.au](mailto:jobs@vfca.org.au).