

Job Description

Position Title	Executive Manager – Strategy and Development
Employment Benefits	Level 7 (SCHADS Award) Base Salary 12% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	37.5 hours per week (1.0 FTE)
Contract Period	Permanent
Responsible to	Chief Executive Officer

Volunteering WA

As the peak organisation for volunteering in WA, we are the leading voice for volunteers and Volunteer Involving Organisations (VIOs), working to strengthen the sector and promote the benefits of volunteering. Volunteering WA's mission is *'to empower people and communities to enrich Western Australia'*, and our vision is *'A society where everyone is inspired to make a difference'*.

The Position

The Executive Manager - Strategy and Development is a senior leadership role responsible for driving organisational growth, stakeholder engagement and development initiatives across Volunteering WA. Reporting to the CEO and working closely with the Executive Team, the role leads key functions including corporate volunteering, partnerships, marketing, communications and engagement initiatives to strengthen Volunteering WA's impact, influence and sector leadership.

The role identifies and progresses opportunities that amplify Volunteering WA's work, diversifying revenue and supporting long-term sustainability. This includes developing high-value partnerships across corporate, government and philanthropic sectors; leading external engagement activities; and driving programs and initiatives aligned with Volunteering WA's strategic priorities.

As a member of the Executive Team, the Executive Manager - Strategy and Development contributes to organisational leadership, strategic management and operational effectiveness. The role provides leadership and oversight of the Engagement and Corporate Volunteering teams, supports cross-functional collaboration and contributes to strategic operations.

Responsibilities

Strategic Management:

- Identify and develop new programs and initiatives to advance Volunteering WA's strategic goals, innovation, partnerships, funding diversification and organisational development.
- Contribute to the strategic leadership and direction of Volunteering WA in partnership with the CEO and Executive Team.
- Lead and support strategic initiatives that advance organisational growth, sustainability and sector impact.

- Support the implementation, monitoring and evaluation of strategic priorities and operational plans.
- Prepare strategic reports, business cases and briefing materials to support informed decision-making.

Stakeholder Engagement:

- Advance Volunteering WA’s Stakeholder Engagement by developing and maintaining strategic partnerships with key stakeholders, with a focus on corporate, government, and philanthropic organisations.
- Manage Volunteering WA’s key engagement programs and functions: corporate volunteering, marketing, communications and signature events to promote volunteering and foster opportunities for participation and partnerships.
- Source opportunities to diversify funding through the development of new partnerships and initiatives that strengthen Volunteering WA’s impact and sustainability.
- Support the development and implementation of stewardship and engagement strategies for funders, sponsors and key partners.
- Represent Volunteering WA across sector forums, networks, events and external engagements.

Leadership and Team Development:

- Manage the performance and development of the Senior Managers of Corporate and Stakeholder Engagement.
- Promote a collaborative and inclusive workplace culture that embraces diversity, equity and inclusion.
- Provide guidance, mentorship and support to the engagement and corporate volunteering teams, fostering a high-performance culture, professional development opportunities and continuous improvement.
- Promote cross-team collaboration and alignment with organisational priorities and values.

Operational and Executive Support:

- Provide high-level strategic and operational support to the CEO.
- Act in the capacity of Acting CEO as required.
- Contribute to organisational reporting, governance processes and executive projects.
- Promote and support Volunteering WA’s programs, events, initiatives and sector leadership activities.
- Undertake additional responsibilities consistent with the scope and seniority of the role.

Selection Criteria

Essential	<ul style="list-style-type: none"> • Relevant tertiary qualifications in a related field. • Demonstrated skills in senior leadership, strategic thinking, and decision-making. • Demonstrated experience in senior management, stakeholder engagement, partnerships and business development. • Strong communication, relationship-building, influencing and stakeholder skills, including the ability to represent the organisation at all levels. • High level of expertise in public speaking and presentations, with an ability to deliver clear and impactful communications across a wide range of audiences. • Demonstrated experience in operations and program management, including report and submissions writing, risk and performance management and achieving targets, KPIs and budgets.
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	<ul style="list-style-type: none"> • Proficient understanding of not-for-profit governance frameworks and experience supporting effective board and organisational governance practices. • High level team management skills including the ability to supervise, coach and mentor, and lead a diverse team. • Demonstrated ability to lead and contribute to enterprise-wide organisational goals and strategic objectives. • Competence in the use of Microsoft Office suite and databases/CRMs.
Special Requirements	<ul style="list-style-type: none"> • Willing to travel regularly within the Perth Metro area and available to travel to regional and interstate areas on occasion. • Willing to work outside of office hours when reasonably required. • A current and valid WA driver's licence.

Key relationships	Reporting structure
<ul style="list-style-type: none"> • Volunteering WA staff and volunteers • Volunteering WA members and potential members • Volunteer Involving Organisations (VIOs), volunteer resource centres and volunteers. • Relevant state and national peak bodies and organisations • All local, State and Federal Government agencies and officers • Volunteering WA project partners and service providers / suppliers • Key suppliers and event stakeholders • Volunteering WA sponsors and funding bodies 	<pre> graph TD CEO[CEO] --- EM[Executive Manager - Strategy & Dev.] EM --- CVT[Corporate Volunteering Team] EM --- SET[Stakeholder Engagement Team] </pre>