



Position Summary: Chief Executive Officer

Leadership role in a small but dynamic organisation

Impactful work, with the opportunity to provide direct and meaningful support to thousands of vulnerable families across Australia.

Be a part of a collective community working towards our mission right across Australia.

Location: Melbourne (flexible location)

Employment Type: Flexible part-time role equivalent to 0.6–0.8 FTE (three or four days per week, or other flexible arrangement by agreement), with additional hours around the time of the annual Collective and other key events organised from time to time. Attendance at bi-monthly Board meetings and the Annual General Meeting (outside of normal business hours).

Reports to: Board

Direct Reports: Head of Operations and Community Engagement; Operations Support Officer

About The Nappy Collective

Our mission is to ensure every child in Australia has enough nappies to be clean, healthy, and happy.

We are the only Australian charity that focuses solely on collecting nappies, a vital and basic healthcare need, and distributing them to families experiencing crisis. As a loved and trusted brand, we work with hundreds of for-purpose organisations across Australia through our Community Partner network to support families in need.

Driven by a passionate team of volunteers and national partnerships, we have helped thousands of families by collecting and redistributing more than 11 million nappies to date.

OUR IMPACT SINCE 2013



11 MILLION
nappies delivered



360,000+
families supported



850+
frontline service partners



Position Summary

We are seeking an emerging executive leader who is ready to take the next step into a Chief Executive Officer role and lead The Nappy Collective Inc (“TNC”) through its next phase of growth and impact. This is a hands-on leadership role in a small but ambitious organisation, suited to someone who can combine strategic thinking with practical delivery.

The Nappy Collective is a loved and trusted brand with a strong reputation and deep relationships across the sector, working with hundreds of for-purpose organisations across Australia. Key responsibilities include driving fundraising and partnership development, leading and supporting a small, dedicated team, strengthening the reputation of the organisation and working closely with an active and experienced Board to build on TNC’s community engagement and impact.

Key Responsibilities

Strategic Execution

- Translate strategic goals into actionable plans, ensuring they are operationalised across the organisation.
- Monitor and evaluate organisational performance against agreed targets, adjusting plans as necessary to achieve objectives.
- Lead the development and execution of future TNC Strategies as outlined by the Board of Directors.

Executive Communication and Governance

- Provide timely and accurate reporting to the Board.
- Work with the Board to ensure best practice compliance and sound governance are adhered to.
- Produce relevant impact reporting, including the Annual Report.

Partnerships and Fundraising Initiatives

- Develop sustainable corporate and community partnerships that are aligned to the organisation’s strategic direction and drive community, reputational and commercial benefits.
- Lead from the front on fundraising, including developing and implementing initiatives that give our people, donors and the broader community meaningful opportunities to support The Nappy Collective.
- Develop relationships with philanthropic organisations.
- 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.
- Take an active, personal role in building donor, philanthropic and corporate relationships, working closely with the Board to open doors and convert opportunities into support.



Advocacy and Brand Reputation

- Build relationships with our existing beneficiaries based on trust and confidence.
- Be a strong and passionate advocate for The Nappy Collective's cause amongst the community.
- Further strengthen the reputation and visibility 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 a marketing and communication plan, including social media engagement.

Team Leadership

- Be an inspiring leader to the team, promoting a good work ethic, positive and effective corporate culture, and supporting them to be their best.
- Operate as a hands-on CEO who is comfortable working across strategy, fundraising, operations and day-to-day delivery in a small organisation.
- Work closely with an active and experienced Board, leveraging their skills, networks and support to strengthen the organisation and deliver results.
- Foster a positive, supportive, collaborative and accountable team culture.

Budgeting and Logistics

- Work closely with the Treasurer and Chair to create and oversee the organisation's annual budget.
- Oversee the logistics required to support the annual and year-round Collectives, events and fundraising initiatives.
- Plus other tasks as needed or identified to ensure the successful operation of the organisation.

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 leadership experience in corporate, small business, for-purpose or community organisations, and are ready to take the next step into a Chief Executive Officer role.
- 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 you are energised by fundraising and generating support for a mission-driven organisation.
- You're able to translate, action and deliver on a strategic plan and monitor its progress and effectiveness.



Selection Criteria (Cont'd)

- 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, ready to roll up your sleeves, and thrive in a hands-on leadership role 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.
 - Financial management experience/literacy will be highly regarded.
 - You are excited by the opportunity to work with an active and experienced Board and to learn from senior leaders while shaping the organisation's future.
 - If you're excited by this opportunity and believe you have what it takes to succeed, we encourage you to apply even if your experience doesn't align perfectly with every skill or qualification listed.
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Benefits

- Flexible work environment, including the option of three or four days per week or another flexible arrangement by agreement.
 - Passionate and dedicated team.
 - Opportunity to work closely with an active and experienced Board and grow into a CEO role with meaningful national impact.
 - Salary packaging may be available.
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To Apply – Closing Date 10th July 2026

Please email your resume (with at least two references) together with your cover letter, detailing your vision for the role to careers@thenappycollective.org.au

For any queries, please call Sandra Jacobs (0408 520 823) or email careers@thenappycollective.org.au

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