

# Cherished Pets Foundation: Chief Executive Officer

Candidate Information Pack



# A Message from the Chair

Thank you for your interest in the role of Chief Executive Officer with Cherished Pets Foundation.

A special bond exists between people and animals.

For many people, a pet is not simply a companion. They are a source of comfort, connection, routine, purpose and unconditional support.

When people experience vulnerability, crisis, illness, homelessness, family violence or social isolation, that bond can come under threat. Too often, people are forced to choose between their own wellbeing and the wellbeing of a cherished pet.

**Cherished Pets Foundation exists to ensure they don't have to choose.**

Through a unique combination of veterinary expertise, social work support and volunteer services, Cherished Pets Foundation helps people and their pets stay together during some of life's most difficult circumstances.

**As Chief Executive Officer, you will play a pivotal role in shaping the next chapter of Cherished Pets Foundation.**

This is an opportunity for a practical and purpose-driven leader who is equally comfortable developing strategy, building partnerships, supporting staff and volunteers, securing funding and contributing to day-to-day organisational success.

As Chair, I have the privilege of seeing the impact Cherished Pets Foundation has on the lives of people and their pets every day. We have an engaged Board, a passionate team and a strong foundation for future sustainability and impact. We are now seeking a CEO who shares our commitment to the human-animal bond and can help lead the organisation through its next phase of development and impact.

I look forward to learning more about what you could bring to Cherished Pets Foundation – and what we can bring to you.

**For further information, I invite you to contact Pip Jankowski on 0407 505 855 or email [pip@pipconsulting.com.au](mailto:pip@pipconsulting.com.au).**

*Simon Fieldhouse*

Board Chair, Cherished Pets Foundation



# Why This Role Matters

The human-animal bond is increasingly recognised as an important contributor to health, wellbeing and community connection. As demand for services continues to grow, Cherished Pets Foundation is entering an exciting phase of development.

With strong foundations already established, the organisation is seeking a Chief Executive Officer who can build organisational capability, strengthen sustainability, expand partnerships and help increase the Foundation's impact in the community.

This role offers a unique opportunity to lead an organisation operating at the intersection of human services, community wellbeing and animal welfare.



# Who We Are

**Cherished Pets Foundation was founded in 2015 by veterinarian Dr Alicia Kennedy with a vision to ensure the benefits of healthy companion pets and the human-animal bond are accessible to all people.**

Cherished Pets Foundation is a registered charity working alongside Cherished Pets Veterinary Care, the world's first certified B Corporation veterinary service. Together, the organisation brings veterinary professionals, veterinary social workers and volunteers together to support people and pets experiencing vulnerability.

Through crisis pet care, personalised support services and volunteer programs, Cherished Pets Foundation assists individuals whose challenges are complicated by pet ownership, including:

- People experiencing family and domestic violence
- Individuals experiencing homelessness
- People experiencing mental illness, crisis or unexpected hospitalisation
- Older people and aged care clients

**The organisation is committed to strengthening the human-animal bond, improving wellbeing outcomes and supporting connected, compassionate communities.**

**Our vision is a world where the human-animal bond creates and contributes to connected and healthy communities.**

**Our mission is to nurture, support and strengthen the human-animal bond by helping people and pets remain together through times of crisis, vulnerability, and change.**

**We live and breathe our core values every day:**

- Kindness
- Teamwork and Community
- Inclusion and Wellbeing
- Learning and Growing



# Our Services

## Home Care Assistance

- In-home assessments of pet and human needs
- Ongoing wellbeing support
- Volunteer assistance with walking, feeding and transport
- Emergency Pet Care Plans

## Human-Animal Bond System Navigation & Advice

- Support for people experiencing family violence, homelessness, health crises and housing insecurity
- Emergency pet respite
- Rehoming pathways where required
- Advocacy and practical guidance

## Volunteer Supported Services

- Dog walking
- Transport assistance
- In-home pet respite care
- Community support services

**For 10 years, we've delivered a veterinary social service shaped by the real lives of people with pets.**



# Our Impact

The human-animal bond has a profound impact on health, wellbeing and community connection.

- Approximately 69% of Australians own a pet.
- More than 85% of pet owners report that pets positively impact their lives.
- All surveyed Cherished Pets Foundation clients reported experiencing health and wellbeing benefits from their pets.

By helping people and pets remain together during periods of vulnerability and crisis, Cherished Pets Foundation improves wellbeing outcomes, reduces unnecessary pet surrender and strengthens community connections.

## Why the Human-Animal Bond Matters

For many people experiencing vulnerability, a pet is more than a companion. Pets provide routine, connection, emotional support and a sense of purpose.

Research continues to demonstrate the positive impact of companion animals on mental health, social connection and wellbeing. However, when people experience illness, family violence, homelessness or crisis, the relationship with a cherished pet can become vulnerable.

Cherished Pets Foundation exists to ensure that people do not have to choose between their wellbeing and the wellbeing of their pet.



# Current Context and Opportunity

**Cherished Pets Foundation has established a strong reputation for delivering innovative and compassionate services that strengthen and preserve the human-animal bond for people experiencing vulnerability and crisis.**

Since its establishment, the Foundation has been led through a combination of active Board involvement and operational leadership within the team. As the organisation continues to evolve, the Board has identified the need for dedicated executive leadership to support the Foundation's ongoing sustainability, effectiveness and impact.

The successful candidate will build on the strong foundations already in place, working closely with the Board, staff, volunteers and community partners to strengthen organisational capability, financial sustainability, partnerships, fundraising and community impact.

This role will suit a practical, values-driven leader who can balance strategic thinking with operational involvement, remaining closely connected to service delivery while providing leadership across the organisation. The CEO will play a key role in ensuring the Foundation continues to deliver meaningful outcomes for the people and pets it serves.

## Our Board

The Board is responsible for the governance, strategic direction and oversight of Cherished Pets Foundation. Working closely with the CEO, the Board provides leadership, guidance and accountability to support the organisation's purpose and long-term sustainability.

You can learn more about our Board of Directors on our website: [About the Foundation](#)

## Our Team

Our multidisciplinary team includes Human-Animal Bond Practitioners (Community Veterinary Nurse, Social Worker and Program Support) supported by a dedicated volunteer network. Together, they deliver services that support people and pets experiencing vulnerability across the community.



# More Information

## Location

The role is based in Ocean Grove, Victoria, with flexible working arrangements available by agreement. Regular attendance at organisational sites, events and stakeholder meetings will be required.

## Employment Term

As part of the Foundation's ongoing evolution, the Board has established a Chief Executive Officer role to provide dedicated executive leadership and support the organisation's long-term sustainability and impact.

The initial appointment will be offered on a nine-month contract. It is the Board's intention that the role continue beyond this period, subject to funding availability. A key responsibility of the CEO will be to strengthen the Foundation's financial sustainability through fundraising, partnerships and strategic development.

## Commitment

The Board is seeking a Chief Executive Officer who can provide visible and engaged leadership while maintaining flexibility in how the role is structured.

The position is expected to require approximately three to four days per week and may suit an experienced executive seeking a purpose-driven leadership opportunity with flexible working arrangements.

Regular engagement with staff, volunteers, community partners and Board members will be an important part of the role.

## Remuneration

An attractive remuneration package, including salary packaging benefits, is available for the successful candidate.

The anticipated remuneration is around \$130,000 per annum (full-time equivalent), pro rata to a 4-day-per-week role, plus superannuation, commensurate with skills and experience.

Cherished Pets Foundation is committed to supporting flexible working arrangements and welcomes discussions regarding individual requirements.



# Veterinary



## Why Join Cherished Pets Foundation?

This is an opportunity to lead an innovative organisation that is redefining how communities support vulnerable people and their pets. You will join a passionate and committed team, work alongside an engaged Board and have the opportunity to shape the future direction and impact of a growing organisation.

**For more information about  
Cherished Pets Foundation, please  
visit: [Website](#) | [LinkedIn](#) | [Instagram](#) |  
[Facebook](#)**



# Position Description

The following information outlines the responsibilities, expectations and requirements of the Chief Executive Officer role.

## POSITION OVERVIEW

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The Chief Executive Officer (CEO) is responsible for leading Cherished Pets Foundation in alignment with its vision, purpose, values and strategic direction as determined by the Board.

The CEO provides strategic, operational and cultural leadership to ensure the organisation delivers safe, effective and sustainable services that strengthen the human-animal bond for people experiencing vulnerability and crisis.

Reporting to the Board Chair, the CEO is responsible for organisational performance, financial sustainability, stakeholder engagement, governance compliance and leadership of staff and volunteers.

This role suits a collaborative, adaptable and values-driven leader who is comfortable operating strategically while remaining connected to day-to-day service delivery and organisational operations within a growing community organisation.

The CEO will foster a culture that is compassionate, inclusive, trauma-informed and mission-centred while helping evolve organisational systems, structures and capabilities to support long-term sustainability and impact.

## KEY RESPONSIBILITIES

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### Strategic Leadership

- Lead implementation of the organisation's strategic plan and priorities
- Identify opportunities for organisational growth, innovation and sector leadership
- Provide strategic advice and recommendations to the Board
- Ensure organisational activities align with mission, values and community need
- Contribute to the long-term sustainability and impact of the organisation

### Service & Operational Leadership

- Oversee safe, effective and high-quality service delivery across all programs
- Ensure appropriate operational systems, policies and procedures are maintained
- Lead continuous improvement and organisational capability development
- Maintain effective risk management and incident management processes
- Support the development of scalable and sustainable service models
- Build and maintain productive relationships with referral partners and key stakeholders

## **People & Culture Leadership**

- Build and lead a positive, collaborative and values-driven organisational culture
- Provide leadership, supervision and support to staff and volunteers
- Foster psychologically safe, inclusive and trauma-informed workplaces
- Oversee workforce planning, recruitment, performance development and wellbeing
- Ensure clear accountability, role clarity and effective communication across the organisation
- Support volunteer engagement, recognition and retention

## **Financial Sustainability & Fundraising**

- Lead organisational budgeting, financial oversight and resource planning
- Support strong financial controls, accountability and compliance
- Develop and implement strategies to strengthen financial sustainability
- Lead fundraising initiatives including grant identification and application, partnerships, philanthropy and community fundraising
- Strengthen donor stewardship and external funding relationships
- Identify strategic partnerships and fee for service opportunities that support organisational growth and impact

## **Stakeholder Engagement & Advocacy**

- Demonstrate Cherished Pets Foundation as a trusted and credible community voice
- Cultivate strong relationships with government, community, philanthropic and sector stakeholders
- Advocate for recognition of the human-animal bond in health, wellbeing and social care
- Support communications and public engagement activities that strengthen awareness and reputation

## **Governance & Compliance**

- Ensure compliance with all legal, regulatory and contractual obligations
- Support the Board to fulfil its governance responsibilities
- Provide accurate, timely and insightful reporting to the Board
- Operate within Board-approved delegations and policy frameworks
- Uphold high standards of ethics, accountability and transparency

## **What Success Looks Like**

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Success in this role will be measured not only by organisational sustainability and growth, but also by the positive impact achieved for people, pets and the wider community.

In the first 12 months you will:

- Build strong relationships with staff, volunteers, clients and stakeholders.
- Develop a detailed understanding of services and operations.
- Strengthen financial sustainability and fundraising capability.
- Review organisational systems and processes.

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- Support a positive and engaged organisational culture.
- Work with the Board to refine priorities and future direction.
- Identify opportunities to increase impact and community awareness.

## **What We're Looking For (Key Selection Criteria)**

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### **Essential**

- Demonstrated senior leadership experience within the community, health, social services or not-for-profit sectors.
- Experience leading organisational operations, people and service delivery.
- Strong financial management and budgeting capability.
- Demonstrated experience in fundraising, partnerships and or business development.
- Excellent communication, relationship management and stakeholder engagement skills.
- Understanding of governance, compliance and risk management responsibilities.
- Ability to lead with compassion, adaptability and sound judgement in a dynamic environment.

### **Desirable**

- Previous CEO or executive leadership experience.
- Experience within community, animal welfare, veterinary, mental health, homelessness or family violence sectors.
- Tertiary qualifications in business, management, health, social services or a related field.
- Understanding of trauma-informed practice and volunteer-led service models.

### **Additional Requirements**

- High level proficiency with contemporary business systems and technology.
- Willingness and ability to obtain a satisfactory National Police Check.

## **Applications & Contact**

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To apply for this role, please email your applications to Pip Jankowski at [pip@pipconsulting.com.au](mailto:pip@pipconsulting.com.au).

As part of your application, please provide:

- A current Resume
- A cover letter outlining your interest in the role and how your experience aligns with the requirements of the position.
- Details of any preferred working arrangements or other requirements you would like the Foundation to consider.

All applications will be treated with the strictest confidence.

Pip is also available for confidential discussions or further information regarding the role:  
T: 0407 505 855  
E: [pip@pipconsulting.com.au](mailto:pip@pipconsulting.com.au)

**Applications Close: Monday 20<sup>th</sup> July 2026 at 10.00am**

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Cherished Pets Foundation is committed to creating an inclusive workplace and welcomes applications from people of diverse backgrounds, including Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, people with disability and members of the LGBTIQ+ community. We welcome applications from candidates of all backgrounds, experiences and abilities, and welcome perspectives that reflect and strengthen the values of the Foundation.

All applications and enquiries must be submitted through the advertised application process. Applications received outside of this process will not be considered or responded to.

Please do not contact Cherished Pets Foundation directly regarding this role. Direct approaches or unsolicited applications from recruitment agencies or third-party recruiters will not be considered.

