



CHIEF EXECUTIVE OFFICER

Position description

Position Summary

The Chief Executive Officer provides strategic leadership, cultural stewardship, and operational management for Community First Development. Reporting to the Board of Directors, the CEO drives financial sustainability, leads executive succession and team culture, fosters high-level stakeholder relationships, and ensures the effective execution of First Nations' community-led solutions that align with the organisation's values.

Position Title	Chief Executive Officer
Contract Type	Permanent, fixed term, full-time
Work Status	1.0 FTE
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Senior Executive. Level 8, over-award remuneration applies
Business Unit	Whole of Organisation
Location	Preferably Canberra, ACT. Other locations may be considered.
Reports To	Board of Directors
People Management	Yes. 3 Direct reports. (31-35 indirect reports)
Budget Management	Yes. Whole of Organisation
Financial Delegation	Yes. Detailed in Delegation Policy

Who we are

Community First Development backs the aspirations of First Peoples through community-led solutions.

Our foundational values and core principles that guide our work are:

- First Peoples Ways
- Invitation Only
- Working at the Speed of Trust, and
- Future Generations.

Community First Development is a First Nations-led community development organisation that creates positive change in and with First Nations' communities. We undertake social and economic development in partnership with First Nations' communities, businesses and people. Communities have control; they name the priorities and choose the design, assets, capabilities and approach to achieve their vision. We provide tailored support through community partners, skilled staff, trained volunteers, supporters and service providers. We are also growing our role as an Indigenous-led fund, providing funding for First Nations-led initiatives that align with our vision and values.



Community First Development is committed to fostering an inclusive, diverse, and equitable workplace. We aim to be an employer of choice for and encourage applications from Aboriginal and Torres Strait Islander peoples, non-Indigenous Australians, people from culturally and racially marginalised backgrounds, people with disabilities, members of the LGBTQIA+ community, and people of all ages, genders, and life experiences. Join us in building a workplace where everyone feels valued and empowered to contribute.

Community First Development supports team members to achieve a healthy work-life balance by offering flexible working arrangements, where possible.

Key Responsibilities

1. Strategic Leadership & Execution

Drive organisational performance across core priority areas: **Community, Industry, Team, and Sustainability**.

Provide strategic vision and innovation while upholding First Nations-led governance principles.

Lead, adapt, and navigate the organisation through periods of growth and change with resilience and clear direction.

2. Financial Sustainability & Resource Mobilisation

Secure diversified, multi-year funding and strategic investment from philanthropic, government, corporate and other partners, consistent with CFD's values and strategic priorities.

Establish and secure key international and Australian non-government and philanthropic partnerships to safeguard medium- to long-term financial sustainability.

Oversee full organisational budget, financial management, and risk governance within authorised delegation limits.

3. People, Culture & Executive Leadership

Cultivate a culturally safe, collaborative, and high-performing workplace that maintains strong workforce morale.

In consultation with the Board, develop and implement executive and CEO succession plans.

Inspire and direct senior leadership, ensuring compliance with human resource policies, work health and safety (WHS) standards, and positive duty obligations.

4. Stakeholder Engagement, Influence & Advocacy

Exercise political and media nous to represent CFD effectively across government, industry, and community sectors.

Build and maintain adaptable, trusted relationships with senior leaders in government, funding bodies, and First Nations communities and organisations.

Act as the primary spokesperson for CFD, drawing on high-level communication skills to inform, listen to, and engage stakeholders in advancing community-led priorities.



5. Board Governance & Collaborative Operations

Maintain an open, transparent, and collaborative working relationship with the Board Chair and Directors.

Provide timely, quality, and strategically focused information to the Board and its committees (e.g., Governance, Finance, Audit & Risk).

Facilitate Board decision-making by responding to requests promptly and drawing on Board expertise effectively.

Identified Role

- Community First Development considers that being an Aboriginal and/or Torres Strait Islander person is a genuine occupational requirement for this position under s 42 of the Discrimination Act 1991 (ACT).
- The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and section 27 of the Discrimination Act 1991 (ACT). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

This position is Identified which necessitates the incumbent possess the unique cultural knowledge, lived experiences and community connections that are essential for effectively fulfilling the responsibilities of the position. First Nations individuals possess an intrinsic understanding of their cultural knowledge, traditions, and social dynamics, which is crucial for engaging authentically with Aboriginal and Torres Strait Islander peoples and communities and other stakeholders as part of the role requirements.

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples and CFD's stakeholders to discuss matters relating to First Nations peoples and communities.

Qualifications and Experience

At least 5 years' experience, or proven ability, operating in a CEO, Managing Director, or executive leadership role within the non-profit, social development, or First Nations sectors.

Preferably hold a degree or postgraduate qualification in Business Administration, Social Impact, Indigenous Governance, Public Policy, or equivalent experience within a non-profit, for purpose workplace.

Proven ability to build strong relationships with staff, management, community partners, and external stakeholders.

Demonstrated track record of securing strategic philanthropic, corporate, or non-government revenue streams.

Core Competencies

Cultural Competency: Ability to work respectfully, effectively and collaboratively with First Nations peoples and non-Indigenous people, understanding cultural protocols and expectations.

Communication & Advocacy: Highly developed written, verbal, public speaking, and media engagement skills with an ability to communicate complex strategic options clearly.

Digital Literacy: High level of IT and corporate application skills required to lead a contemporary distributed workforce.



Strategic & Business Acumen: Capability to research, critically analyse, evaluate, reach sound conclusions, and provide viable strategic options for the Board.

Emotional Intelligence: Emotional intelligence demonstrated by strong communication, negotiation and conflict-resolution skills and a capacity to forge and maintain productive relations with a diverse range of people with different interests.

Key Result Areas	Duties that will form part of your KRAs but not limited to
Strategic & Financial Sustainability	Deliver performance against the core strategic priority areas (Community, Industry, Team, Sustainability); secure funding for strategic execution consistent with Community First Development's values and policies; establish and maintain Australian and international partnerships for long-term viability.
People, Culture & Succession	Develop CEO and executive succession plans in consultation with the Board; foster high workforce morale and psychological safety in line with WHS requirements. Build strong relationships with staff and collaborate with them to contribute to organisational efficiency, growth and innovation.
Governance & Board Collaboration	Provide strategically focused and timely information to the Board; maintain transparent working relations with the Chair; comply with all regulatory and statutory obligations.
Compliance	100% compliance of workplace policies and procedures including human resources and workplace health and safety standards.

Employment Requirements

We take seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us, does not in any way harm, abuse or commit any other act of violence against children, young people or other vulnerable persons. Everyone who works with, and engages with our organisation, has a responsibility to protect the wellbeing of all vulnerable people.

Community First Development is committed to ensuring the safety of our people and fostering a working environment that meets the obligation to our team members to create a safe workplace free from discrimination and harassment through ongoing positive duty initiatives. As such, team members are expected to comply with all organisational policies and procedures.

Team members may be required to: work outside of the standard core hours; carry out domestic and international travel (at times at short notice) and/or represent the organisation at external events and forums.

Workers are required to be fully vaccinated with the recommended dosage according to the Australian Technical Advisory Group on Immunisation (ATAGI) for COVID-19.

Probity and Due Diligence requirements

Appointment to this position is conditional upon satisfactory completion of all required probity, background and due diligence checks. These may include identity verification, AFP criminal history checks, Working with Vulnerable People/Working with Children checks, qualification verification, referee checks, bankruptcy and insolvency searches, ASIC banned and disqualified person searches, directorship and conflict of interest searches, court and litigation searches, and adverse media screening. The successful applicant must disclose any actual, potential or perceived conflicts of interest and remain eligible to



manage a corporation under applicable Australian law; and be legally eligible to act as a Responsible Person of a registered charity. The successful applicant may also be required to satisfy relevant travel, visa, entry or other eligibility requirements associated with domestic and international representation of CFD.

Work Health and Safety Obligations

- Actively contribute to a safe and healthy workplace.
 - Follow safety instructions and work procedures.
 - Take reasonable care to ensure your own safety and health and that of others.
 - Report any injury, hazard or illness immediately, where practical to the Chair/Board.
 - Not place others at risk by any act or omission.
 - Not wilfully or recklessly interfere with safety equipment.
 - Co-operate with management in its fulfilment of its legislative obligations.
- Further information on your obligations can be found in Community First Development’s WHS policy.

Authorisation

We have reviewed this Position Description and are satisfied that it accurately describes the requirements of the position holder:

Approved by Chair of the Board

Karen Milward

Date: 11 August 2026

Acknowledgement of the position holder

I have read the document and agree to undertake the duties and responsibilities as listed above. I acknowledge that:

- This position description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me with consultation. Where additional training or support is required to fulfill additional or other duties of a similar level of responsibility, it will be provided.
- This position description will be reviewed in consultation with me, most likely this will occur when performance objectives are planned periodically.
- KRA’s will be set by Community First Development after discussion with me and my performance will be reviewed against those KRA’s.

Name:

Signature:

Date: