

CHIEF OPERATIONS OFFICER (COO)

Think+DO Tank Foundation



Looking for a career move defined by real purpose? Are you an entrepreneurial and adaptable leader with strong project management and business development skills? Do you want to work directly with communities to explore their critical issues and to generate potential responses with them, using the arts and creative methodologies? This role could be for you.

The Think+DO Tank Foundation (TDTF) has been successfully working in South Western Sydney since 2013 to ensure these communities have agency in shaping their lives. The newly created role of Chief Operations Officer (COO) will guide and manage TDTF operations, finance, governance, risk and people functions to enable TDTF work to grow. Success will be achieved when community-based experience and aspirations guide the development of public policy, programs, investment and solutions to address shared challenges.

This four-day a week role will require most of the following experience:

- at least five years in a senior operations, finance or business leadership role, ideally within the non-profit, community or arts sectors, with sound financial judgement: able to own a budget, read and question financial reports, manage cashflow, and give the CEO and Board clear options;
- people-focused leadership who sets direction and makes decisions at an organisation-wide level, while remaining comfortable with ambiguity in a growing organization: someone who develops team members, supports other managers, and helps build a positive, inclusive, experimental, courageous and culturally responsive culture;
- strong grasp of governance, risk and compliance; confidence preparing or overseeing Board papers;
- improving systems, processes and ways of working in a busy, resource-constrained organisation;
- project management across a diverse portfolio of community-facing programs, with genuine commitment to community participation; and
- cultural competence and demonstrated experience working respectfully and effectively with migrant, refugee and/or culturally and linguistically diverse (CALD) communities.

We value intercultural expertise, diverse ways of thinking and the ability to work in more than one language relevant to the communities in which TDTF works. There are generous working provisions, including a modest amount of hybrid working arrangements alongside a regular presence in SW Sydney, and a salary of \$130,000 FTE (pro rata .8FTE) + superannuation.

A full Candidate Information Pack is available from the search consultant, Mary Jo Capps & Assoc. You are strongly urged to send your CV to maryjo@mjcapps.com.au and arrange a consultation prior to submitting an application. Applications close 3pm AEST Monday 14 September 2026.