



Background

Endometriosis Australia (EA) was established in 2012 and has developed an enviable reputation nationally through its advocacy for education, research and fund raising and is the premier not-for-profit organisation in Australia supporting Australian women and gender diverse people affected by endometriosis.

In recent years, it has grown its revenue base, run awareness raising events, established a research grants scheme, developed and is executing a government relations strategy, built a strong media presence, and strengthened its corporate governance.

The Role

We are now looking for an experienced Chief Executive Officer to manage the organisations activities through the provision of proactive, efficient and effective executive management to drive growth.

In this role the CEO will devise and execute the fundraising strategies to ensure the longevity of the organisation and implementation of strategies to support the achievement of other strategic and operational objectives.

Reporting to the EA Chair and Board, the CEO will be responsible for leading co-ordination of the Board, EA staff, and all external relations.

Key Responsibilities

- Strategic planning and management of multiple fundraising campaigns and sponsored partnership to deliver on revenue targets
- Lead communication and marketing efforts to increase awareness of EA's objectives and activities
- Overall governance of EA to ensure compliance with regulatory requirements and management of the fundraising fundraising platforms and CRM module and data management, revision and maintenance
- Financial management responsibilities including payroll, super, accounts payable, insurance, audit, IAS, FBT and bookkeeper management
- Management of administration staff and co-ordination of committees and volunteer and ambassador program



- Strategic planning and management of social media activities including closed groups and marketing assets such as newsletters and podcasts
- Strategic planning of website design, data collection and content.
- Continue bi-partisan engagement with government and bureaucracy at Federal and State level
- Represent EA on the Australian Coalition for Endometriosis to further its objectives
- Management of all media enquiries and interviews

Requirements

- Proven experience as executive officer or other managerial experience in the not-for-profit sector
- Demonstrable experience in developing and implementing strategic business plans for non-for profits.
- Experience in working in a fast paced, dynamic and evolving environment
- Strong understanding of finance, measures of performance and governance
- Familiarity with fundraising licence management and lodgements with governing bodies such as ACNC
- Excellent organisational and leadership skills
- Excellent communication, interpersonal and presentation skills
- Empathy with EA's objectives and values

Closing Date: 5th of March

Please send your CV and cover letter to: ceo@endoaustralia.org