

Chief Executive Officer, Position Description



JOB OVERVIEW

TITLE: Chief Executive Officer	
REPORTS TO	Board of Directors
LOCATION	Melbourne preferred [<i>flexible working conditions</i>]
SALARY	\$160K negotiable with experience
STATUS	Three-year contract [<i>with potential for renewal</i>]

WHO WE ARE

Renew Australia Inc. is a national, not-for-profit organisation that inspires, enables and advocates for people to live sustainably in their homes and communities. Established in 1980, Renew provides expert, independent advice on sustainable solutions for the home to households, government, and industry.

Renew's values are being bold, fair, collaborative, and independent. We work with more than 3,000 members and nearly 8,000 subscribers in a network with 11 active branches throughout the country, engaging with more than 250,000 people each year around Australia and beyond. Our community includes readers of our two market-leading sustainability magazines *Renew* and *Sanctuary*, attendees at our events, users of our online calculators, information and advice service, and our research and advocacy partners.

Renew advocates in government and industry arenas for policies that promote renewable energy and reduce emissions, make our homes healthier, more affordable and climate resilient; and protect consumer rights in our rapidly changing energy markets. Renew also provides consultancy services based on our technical expertise in energy, water, and communications. Renew has an annual revenue varying between \$1.5 - 2.0M per annum and has a staff of 15 (FTE)

THE ROLE

Renew has been inspiring, enabling and advocating for people to live sustainably in their homes and communities since 1980. We are now looking to appoint a collaborative leader as CEO to support a healthy culture and reach strategic goals. We are seeking a candidate who is a respected (or emerging) leader within the sustainability sector, has demonstrated capacity leading an organisation including management & business planning experience in the non-profit sector, and can drive operational performance in line with Renew's strategic plan and objectives. The incumbent will have experience liaising with governments and non-government agencies and other stakeholders with demonstrated ability to source, develop and access funding in the not-for-profit sector.

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Reporting to the President and the Board you will be responsible overall for the performance of the organisation. Working closely with the Renew Board, you will leverage your external relationships and business development expertise to develop high-quality growth strategies to retain and build our membership base and expand work with our partners and funding bodies to support our work across research and advocacy contexts.

Leading a team of experienced senior managers, practitioners, team members, branch convenors and volunteers - you will be responsible for facilitating the strategic direction and vision for long-term success of Renew. Importantly, your day-to-day collaborative leadership style will support a healthy culture within the organisation.

We're seeking someone with a committed focus on ensuring the ongoing viability of Renew financially, socially and environmentally - who values continuous improvement and enjoys creative problem solving and sensitive conflict resolution.

To achieve success, you will establish a clear focus on near to long term growth opportunities by creating, maintaining and building on effective relationships with partner organisations who share our commitment to sustainable solutions for communities and households, major funding bodies, key government departments and other major stakeholders.

The CEO will work very closely with the Renew Board, especially its President, to drive operational performance toward Renew's strategic plan and objectives. You will represent Renew within and outside our industry, seeking new partnerships and be an inspiring and respected leader inside Renew.

Responsibilities and Accountabilities

Financial Management

As a not for profit, the CEO will continue to drive overall financial performance, increase revenue, manage liabilities, and generate increased cash holdings to sustain the business for the long term. Through multi-channel revenue raising, the CEO will continue to build the business and increase revenue into Renew, while maintaining and improving costs. Working with the Director of Operations & Finance, they will also be responsible for monthly and yearly financial reporting, budgets, and performance plans, as well as Risk Management activity.

People

The safety, engagement, and increased capability of the Renew team are primary responsibilities of the CEO. The CEO will be responsible for building an agile, high performing team culture that seeks to continually improve and develop its practices that collectively build capacity and the characteristics of a learning organisation.

Community and Stakeholders

The CEO will be responsible for improving the brand awareness of Renew through community partnerships, advocacy projects, research, media, and event management. Renew has an excellent brand name within the sustainability and renewable energy industry and the CEO will work to nurture the existing community and expand its reach

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both inside and outside of the industry. It is expected the CEO will work with staff to create, improve, and deliver yearly marketing plans that show the media, reach and channels that will see the improvement in the Renew brand.

Members of Renew

Renew is a membership-led organisation. The CEO will work with Renew staff to support the grassroots membership in retaining current members, attracting new members, and building a membership value proposition that will ensure all members feel a strong sense of value from their membership. Involvement of, and communication to members will be a primary responsibility of the CEO. They will also improve and streamline membership involvement in branch activities, communications, and interactions through improved CRM systems, and through reflecting on adaptive feedback with their staff team and member branches.

Specific duties and responsibilities in this role include, but are not limited to:

- With the support of the Director of Operations & Finance manage/oversee all day-to-day business operations of Renew including, project management, financial management, internal/external reporting, staff development and management (including the administration of employment contracts and statutory employment requirements such as OH&S, equal opportunity etc. and negotiation of Employee Bargaining Agreements).
- Coordinate the successful implementation of Renew's strategic plan (including policy development, business development, fundraising, communications, HR and resource allocation).
- Develop and maintain relationships with the Board, donors, members, branch convenors, local and state government representatives, corporates, media and NGOs, to generate income and drive change.
- Be the spokesperson for Renew in media and public forums on a range of issues.
- Ensure, with the support of the Board, all corporate governance issues are pro-actively managed.
- Establish, review, and oversee the implementation of policies and procedures that ensure Renew complies with all legal and regulatory requirements with respect to administrative and financial matters, and
- Advise and keep the Board informed on all financial, governance, HR, performance, risk, and other related matters, and attend/participate in appropriate board and subcommittee meetings as required.
- Above all, cultivate a healthy culture within the organisation that has a committed focus on ensuring the ongoing viability of Renew financially, socially, and environmentally.
- Encourage feedback from members and staff to identify opportunities for change and efficiencies, which will better support our purpose, mission, and strategic goals.

Key Relationships

Internal

- President and Renew Board
- Senior leadership team
- Staff
- Branches and Convenors
- Volunteers and members

External

- Corporate partners
- Policymakers at all levels of Government
- Political advisors
- Major donors
- Communities
- Media
- Other non-profit organisations and alliances active in the sustainability sector

Key Performance Indicators

Financial

- KPI: Meeting a budget variance metric - as set by the Board from time to time in response to economic and market conditions.

Membership and Fundraising

- Support staff and strategy to grow both the membership and base funding.
- KPI: positive membership growth of 10% in the first three years, and then as agreed by the Board.
- KPI: donor growth rate 10% annually.
- KPI: Source, develop and access funding from philanthropic, government & other non-government agencies.

Community and Culture

- Supporting community and Staff
- Staff engagement
- Staff retention rate

Overall

All of the above measured against the general direction set out in the Strategic Objectives of Renew Strategy 2025. Noting that a review of the Renew Strategy Plan is underway.

The Renew Board will conduct an annual performance review, to identify where the above KPIs have been met or exceeded, and any bonuses or improved remuneration will be agreed on based on performance of the CEO and their team.

Selection Criteria/Key Capabilities

Essential Skills	Knowledge
<ul style="list-style-type: none"> Commercial Business Planning Problem Solving Presentation and Facilitation Negotiating and Influencing Constructive Communication Conflict Resolution Relationship and Stakeholder Management Prioritisation and Resource Management Coaching and Development Driving Accountability and Performance Customer Advocacy and Awareness Consensus-based Decision Making 	<ul style="list-style-type: none"> Organisational Sustainability Project and Change Management Financial Reporting and Insights Not-for-profit sector Sustainability, Liveability & Renewable Energy Industry Technology – existing and new to industry Government structures and departments Compliance frameworks – business, people and finance Funding and Revenue Channels available
Behaviours	Values/ Personal Traits
<ul style="list-style-type: none"> Inclusive Collaboration Proactivity Strategic Thinking Change Agility Innovative and Continuously Improving Strong Commercial Awareness Judgment and Decision Making Integrated Thinking Adaptive Learner Awareness of own and others Resilience and Wellbeing 	<ul style="list-style-type: none"> Respect and Trust Self-reflective and Adaptable Personal Learner Empathy Emotional Intelligence Values-led Inspiring

Conditions and Remuneration

The CEO role is a full-time position, but consideration of a part time role would be given for the right person. Renew values and advocates flexibility within roles, including working hours, remote working and additional leave purchasing.

Renew values diversity and inclusion and welcomes anyone who possesses the capability to undertake this role.

For any questions or enquiries about the role and responsibilities, please contact Renew Executive Director- Chris Sedgman chris.sedgman@renew.org.au