



Position Description Chief Executive Officer

Background

ALCA was formed in 2011 and is a membership-based network that brings together the Australian state-level land trusts and other major organisations working in land conservation. These organisations individually and collectively contribute to the achievement of local, national and international biodiversity conservation goals on private land. With private land playing an increasingly important role in the achievement of nature conservation in Australia, ALCA has a significant stake in, and can significantly contribute to, the delivery of conservation outcomes on private land. See www.alca.org.au

Since its inception, ALCA has represented and profiled its constituency in a number of ways by way of: providing policy advice and submissions on a range of issues such as climate, taxation, biodiversity and other land and water sector strategies and plans; providing fora for emerging issues such as conservation impact investment; undertaking research and project based initiatives; and, since 2014, convening an increasingly popular and well attended annual national private land conservation conference.

Position Purpose Statement

ALCA is now entering another phase of its growth with an ambitious Strategic Plan and the intent through peak body status to become an even more compelling representative of and advocate for private land conservation.

ALCA is therefore seeking to employ a high-performing chief executive who will over the next 3-5 years take ALCA to another level of profile and influence building and position ALCA as a key advocate for the sector.

The role of the CEO is to grow ALCA over those 3-5 years, working with the Board to achieve the next phase of development, and delivering on the Strategic Plan with a particular focus to:

- expand the membership base in order to more widely represent the interests of private land conservation;
- broaden the funding base to build an enduring and effective, financially sustainable organisation to deliver ALCA's work into the future; and,
- drive ALCA's leadership and engagement in the development of policies, programs and projects that align, coordinate and influence improved conservation outcomes on private land.

Remuneration: From \$150,000 per annum plus superannuation

Hours: Full Time (38 hours per week) or other arrangements by negotiation

The position requires travel to all states and territories, including occasional overnight.

Location: The CEO's location is negotiable concerning work from home and/or work from a member organisation's office or other premise. ALCA does not currently have an office of its own.

Position Context

The CEO is responsible to the Board made up of one representative of each of the organisational members.

On a day-to-day basis the CEO receives direction and oversight from the Chair of the Board.

Principal Accountabilities and Responsibilities

Financial

The CEO is accountable for managing the ALCA budget and reporting to the Board.

The CEO is accountable for all funding relationships.

With the support of the Board, the CEO will be responsible for securing further funding to continue and expand ALCA's work in accordance with the strategy and enable ALCA's development and growth.

Engagement

The CEO will be responsible for leading the engagement of new partners and stakeholders in the expansion of ALCA's membership base.

The CEO will represent ALCA in international, national, state and local forums, as necessary including especially at Australian Government level and with the states and territories as agreed.

The CEO will promote the work of ALCA through traditional and social media and other public and private platforms and be accountable for each of those mediums.

Strategic

The CEO is accountable for the delivery of ALCA's strategy.

Operational

The CEO is accountable for delivering on the obligations and intent of ALCA's three-year work plans and annual business plans.

The CEO is responsible for compliance with all regulatory and other requirements and for managing ALCA's operations (including engaging staff and volunteers).

The CEO is accountable for the employment and management of all staff in accordance with ALCA's strategic plan and within resourcing capacity.

Knowledge and Experience to represent in your application

Essential

- Demonstrated high-level leadership, policy analysis, policy development and engagement skills, with a strong outcomes focus.
- Demonstrated ability to work in a self-directed environment as well as in a small team environment.
- Demonstrated high-level CEO competencies including: Strategic Planning; Financial Management; Policy Development; Marketing; Public Relations; and Team Leadership.
- Experience and demonstrated understanding of the private land conservation NGO / not-for-profit sector.

- Highly influential communication (verbal and written), negotiation and relationship management skills to develop the trust, respect and confidence of ALCA members and stakeholders.
- Sound understanding of marketing and working with a range of funding opportunities including all levels of donor giving fundraising, government and corporate funding opportunities.
- Demonstrated familiarity, ease and capability with running a “donor centred” organisation
- Demonstrated comprehensive, high-level knowledge of nature conservation and / or natural resource management.
- Demonstrated experience in working with and relating to non-government (particularly Indigenous), Government, Philanthropic and Business sectors (particularly Agriculture).
- Demonstrated governance experience including working with boards and working with member-based organisations.

Desirable

- Demonstrated experience in working with and relating to landholders.
- Demonstrated experience in communicating with and through a variety of media including Radio, Newspapers, Television, Web-based and Social Media.

To submit an application for the role of ALCA CEO, please send your Resume and answers to these three questions (in no more than 500 words each) to info@alca.org.au :

- 1) What excites you most about working at ALCA and what motivates you about private land conservation?
- 2) What equips you to perform this role at the superior level expected?
- 3) With the nature of the change expected to be brought by the incumbent to this role, what are the most important attributes you will bring?

Applications close on Sunday 15 November.

Please email info@alca.org.au if you wish to discuss your application.