

JOB TITLE: Deputy CEO

LOCATION: Melbourne or Sydney

REPORTS TO: CEO

DIRECT REPORTS: Director, Marketing and Communications, and Director, Knowledge and Practice

KEY RELATIONSHIPS

- Manager – CEO
- Peers – Executive Director Business Services and Company Secretary, Executive Director Policy and Sector Development, and Executive Director Membership and Engagement
- Philanthropy Australia Board
- PA Members, Funding Partners & Sector Leaders

ABOUT PHILANTHROPY AUSTRALIA

Philanthropy Australia is the national peak body for philanthropy. We are an independent, not-for-profit organisation with more than 900+ trusts, foundations, families, individual donors, professional advisers, companies, intermediaries and not-for-profit organisations as our members and partners.

We provide advocacy, engagement, membership services, and resources to the philanthropic and not-for-profit sector, as well as information and research for the Australian community.

We are a growing movement of people and organisations who believe in the importance of giving and our members are proud to leverage their resources to create positive social change and community benefit. Our vision is for a generous and inclusive Australia. Our purpose is to inspire more and better philanthropy.

We support the wider philanthropic efforts of our membership through:

- Leading, advocating, and representing the philanthropic sector.
- Promoting the contribution of philanthropy by increasing understanding in the community, business and government.
- Inspiring and supporting new philanthropists.
- Increasing the effectiveness of philanthropy.
- Promoting strong and transparent governance standards in the philanthropic sector.
- Producing and distributing information to those seeking to understand, access, or partner with the philanthropic sector and to contribute to the growth of philanthropy and the philanthropic sector.

Our values and behaviours

ROLE PURPOSE

The Deputy CEO will play a critical leadership role in supporting the CEO and Executive Team to deliver on Philanthropy Australia's bold new strategy and ensure the overall success of the organisation. As a seasoned and respected leader, they will work closely with the CEO to foster and support key relationships, contribute to shaping organisational culture, strengthen capability, and foster a values-driven, high-performing team.

This role holds executive responsibility for two of the organisation's most strategic focus areas: Partnerships and Practice, custodian of key relationships with Philanthropy Australia's strategic partners, champions, and key funders, building trust, collaboration, and shared ambition across the sector. On the practice side, they will bring the strategy to life by supporting and enabling more effective philanthropy across the membership, supporting thought leadership, peer networks, and catalytic initiatives that build capability and impact.

KEY RESPONSIBILITIES

The primary purposes of this role will be realised by:

- Working with the CEO and the Executive to position PA as a thought leader in growing more and better giving in Australia in the context of PA's future strategy (2026+). Including representing PA and the wider philanthropic sector in a range of forums
- Overseeing the growth and development of the Knowledge and Practice Team to ensure that PA members and partners have access to inspiring and engaging knowledge and education initiatives and lead the programming for major events (including bi-annual Conference).
- Partnering with the CEO to develop and support a growing pool of National and State based strategic partners, champions and supporters to support and develop core funding, and major event partners.
- Overseeing the effective operations of the Marketing and Communications Team to support the organisation to achieve its strategic intent.
- Overseeing the development and growth of PA-hosted sector initiatives in line with PA's mission and future strategy



Leadership

- Provide strong, values-led leadership that supports a positive organisational culture, builds internal capability, and contributes to the overall strategic success of Philanthropy Australia.
- Lead and develop a focus on Partnerships and Practice that is aligned with PA's purpose and strategy.
- Grow the influence and impact of Philanthropy Australia as a thought leader in philanthropy and the peak body including being visible as an influential and respected voice at key forums and across multiple mediums.
- Build relationships and identify potential strategic partners, champions and state-based supporters.
- Identify new opportunities for Philanthropy Australia to enhance its work and positioning
- Foster an internal culture that is collaborative, supportive and outcomes focused by demonstrating the values of the organisation as a senior leader.

Practice

- Oversee the design and delivery of PA's practice and professional learning program through a broad range of activities and resources such as, but not limited to, online modules, micro-credentials, practice guides, case studies, toolkits, webinars and other training.
- Identify good philanthropic practice globally and within Australia and showcase this work by curating, designing and developing learning resources to share with wider audiences.
- Ensure that Philanthropy Australia's Peer Networks best support our members and become exemplars of good philanthropic practice.

Partnerships

- Foster and maintain partnerships with key supporters through delivering on commitments to our existing Strategic Funders and national Philanthropy Champions and developing a pipeline for future core funding and project-based funding in line with PA's strategy.
- Work with the Executive Director of Membership & Engagement to develop a State Champion/partners program to support PA's activities and growth at the state level.
- Secure support for PA's key programs and activities and major events as identified.
- Oversee all aspects of our partnerships work including reporting, communications and measurement.

Sector Initiatives and Projects

- Lead PA's involvement with sector initiatives, including those we host. This currently includes the LEAF evaluation network (LEAF), Foundations Group for Impact Investing (FGII) and Pay What it Takes (PWIT).
- Oversee the integration of NEXUS and New Gen to continue to build a strong proposition for next gen philanthropists
- Provide support for the First Nations Governance Committee and PA's First Nations philanthropy engagement.

Marcomms

- Oversee the development of PA's marketing and communications strategy to deliver on organisational priorities including membership engagement, policy priorities and promoting best practice philanthropy
- Ensure the amplification of PA's messaging through our Marcomms channels and wider media
- Contribute to the quality, consistency and reach of PA's brand

Team Management

- Provide a transparent, empowering and action-oriented approach to people management.
- Create a strong team culture aligned with PA's Values and Behaviours
- Provide day-to-day line management to Directors and support to other team members.
- Support the co-ordination, development and training of the team and provide ongoing career support and development for individuals.
- Manage team workflows, ensuring each team member has clarity on their role and responsibilities.
- Oversee financial monitoring and reporting of the unit team budgets.

Executive & Professional Practice

- Participate in Executive Leadership meetings providing input and advice on strategy, business development, advocacy, marketing, membership, and culture
- Submit Board Reports quarterly, manage budgets, drive operational efficiencies and participate in Annual Work Plan and budget development.
- Develop an annual plan and commit to key performance indicators to be monitored and assessed by the CEO; KPIs will initially relate to activities detailed in the Strategic Plan 2022-25, and then in the new Strategic Plan from 2026.
- Represent Philanthropy Australia including attending programs and stakeholder events, both interstate and after-hours as required
- Agree to and abide by Philanthropy Australia's Code of Conduct living the Values of the organisation.



- Other duties as reasonably directed by the CEO in keeping with the skills and capabilities required of the role.

SKILLS & EXPERIENCE

Qualifications

- Tertiary qualifications in Business, Economics, Social Impact or relevant field. Post graduate qualification in related sector preferred.

Experience

- Inspiring and building a great team culture and contributing to the creation of a positive workplace culture across the organisation, through highly collaborative values-led leadership.
- Leading multi-disciplinary teams within philanthropic, not for profit, membership, or peak bodies, through strategic and results-oriented leadership.
- Working as a senior leader and respected practitioner in the philanthropy sector
- Building partnerships and securing income through grants and earned sources
- Developing and delivering high impact projects and collaborations
- Working within a membership structure

Skills

- A passion for philanthropy and alignment to PA's vision and purpose
- Technical expertise across philanthropic practice and partnerships.
- Excellent interpersonal and stakeholder engagement skills with experience in building relationships with a range of types of stakeholders internally and externally.
- High emotional intelligence and proven ability to unite diverse teams to focus on a common goal to drive significant and membership engagement outcomes for the organisation.

Respect

- We respect the inherent dignity of each and every human and each individual's skills, experience and contribution.
- We acknowledge the special connection of First Nations' Custodians to the lands and waters on which we work and pay our respects to First Nations Custodians and Elders past and present.
- We value when people give of their time, treasure, talent, and ties, to good causes.

Impact

- We encourage philanthropy that makes a real and lasting difference by supporting organisations in their programs, capacity, and advocacy.
- We practice, and foster, collaboration as we build connections for greater impact.
- We encourage funders to be strategic, catalytic, and responsive to need in their giving.

Trust

- We create welcoming environments that are safe, inspiring, and fun.
- We are caring and direct in our conversations, accountable for our decisions, and do what we say we'll do.
- We are committed to deepening trust between donors, service providers and beneficiaries.

Celebration

- We promote the joy of philanthropy and profile inspiring philanthropy.
- We celebrate and build a culture of learning.
- We create space for all voices to be heard and celebrated.

Humility

- We don't have all the answers and we look to learn from others.
- We grow from our mistakes and our vulnerabilities.
- We carve out time to be still and listen deeply.

Sharing

- We practice, and encourage, the timely sharing of information, knowledge, experience, and expertise.
- We work as one Philanthropy Australia team with a shared commitment to our vision, purpose and values.
- We share our appreciation with those who support and enable our work.