



Job Title:	Chief Executive Officer	Classification:	Part-time, Contract
Reports to:	Board of Directors	Liaises with:	Board Chair, Board Directors, Support Central Team, Key Stakeholders

Primary Role

The Chief Executive Officer (CEO) provides strategic leadership and overall management of Story Dogs, a national not-for-profit organisation dedicated to improving children’s literacy and confidence through volunteer dog-assisted reading programs. Reporting to the Board, the CEO leads organisational performance, ensures financial sustainability, strengthens governance, and guides the organisation through its next phase of growth while safeguarding its values-driven, volunteer-centred culture.

Key Responsibilities

1. Strategic Leadership and Execution

- Implement the strategic direction approved by the Board.
- Translate strategy into operational plans, budgets, and performance measures.
- Drive sustainable national growth aligned with the Story Dogs 2030 vision.
- Provide high-quality advice and regular reporting to the Board.

2. Volunteer, People and Culture Leadership

- Lead a predominantly volunteer-based national organisation with empathy and emotional intelligence.
- Foster a safe, inclusive, and values-led culture across staff and volunteers.
- Support capability development and retention of coordinators, volunteers, and staff.
- Ensure continuity and stability during organisational growth and transition.

3. Fundraising and Financial Sustainability

- Lead fundraising strategy and revenue diversification initiatives.
- Build and maintain relationships with donors, sponsors, and philanthropic partners.
- Ensure sound financial stewardship, budgeting, and reporting.
- Maintain long-term organisational sustainability.



4. Governance and Board Engagement

- Work constructively with a skills-based Board comprised of executive and non-executive directors.
- Ensure effective governance, risk management, and compliance.
- Implement Board decisions and organisational policies.

5. Operations and Service Delivery

- Oversee national program delivery and operational performance.
- Manage contractors and external service providers (IT, finance, communications).
- Improve systems and processes while preserving program integrity.
- Enable scalable and well-governed service expansion.

6. Stakeholder, Community and Media Engagement

- Act as a senior representative and advocate for Story Dogs.
- Build partnerships across education, community, corporate, and philanthropic sectors.
- Support appropriate media and public engagement activities.
- Promote Story Dogs' reputation, impact, and mission.

Essential Requirements

- Relevant senior leadership experience (formal qualifications not mandatory).
- Working with Children / Vulnerable Persons Check (relevant to state of residence).
- National Criminal History Check.
- High level of digital and financial literacy.
- Current driver's license.

Essential Experience and Attributes

- Senior leadership experience, ideally within not-for-profit, philanthropic, volunteer community organisations.
- Demonstrated experience leading organisations through growth, change or transition.
- Strong financial stewardship with proven capability in budgeting, financial management, forecasting and sound commercial judgement, focused on sustainability and accountability.
- Proven fundraising and stakeholder engagement capability, with the ability to build influence across diverse internal and external groups.



- Experience in developing and implementing initiatives to drive business performance and growth
- Well-developed governance capability, including effective Board engagement and understanding of executive accountability.
- Highly developed emotional intelligence, with the ability to lead volunteer-based and values-driven cultures.
- Ability to balance strategic leadership with hands-on operational execution.
- Demonstrated people leadership capability, fostering accountability, collaboration, high performance and continuous improvement.
- Advanced written and verbal communication skills, with strong organisational, analytical and problem-solving capability.
- High level of digital literacy, including confidence in financial systems and standard business applications.
- Proven ability to manage complexity, competing priorities and change, producing high-quality outcomes under pressure.
- Strong commitment to child safety, integrity, service excellence and ethical, values-based leadership.