

Chief Executive Officer (CEO)

Position Description

The CEO is the professional, outward-facing representative of Circular PV Alliance (CPVA). The CEO works collaboratively with the Board of Directors to deliver the organisation's Strategic Priorities. The CEO leads business development to build a sustainable revenue stream for CPVA and identifies opportunities to amplify CPVA's impact through partnerships and business expansion. The CEO is responsible for day-to-day operations of the organisation and is the key point of contact for CPVA members and external enquiries. The CEO is a dynamic, influential position combining executive leadership, commercial acumen, communication and administration capabilities to advance CPVA's mission, advocacy and growth.

Responsibilities

Strategy

- Actively seek out and develop opportunities to expand CPVA's impact and business priorities in conjunction with the Board.
- Contribute to the development of CPVA's strategic goals and objectives in conjunction with the Board.
- Lead implementation of the annual Strategic Priorities, engaging with and drawing on the Board and CPVA Members for contribution as required.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against Strategic Priorities.
- Keep the Board informed of all critical issues as required.
- Lead preparation of reports for the CPVA AGM.

Business Development

- Secure new CPVA Certified® projects and clients.
- Support the co-design of CPVA Certified® for other applications, including but not limited to business/installer certification, and the inclusion of batteries.
- Attract and secure new members and funding opportunities.
- Proactively identify and develop partnership opportunities that align with the Strategic Priorities or others that offer additional value to CPVA.
- Proactively identify and develop other/revenue streams for CPVA.

Public Relations + Communications

- Act as the 'face' and chief spokesperson of the organisation, including the main point of contact for media and enquiries, ensuring high visibility to prospects and the public. Some travel is required.

- Represent CPVA at industry events, including speaking at conferences, and proactively identify opportunities to attend these events.
- Present and promote CPVA and its mission, programs, partners and members in a positive manner.
- Advocate for the expansion of the circular economy for PV in Australia.
- Lead preparation of formal CPVA responses to policies and relevant government and industry announcements.
- Proactively engage with industry stakeholders to build brand awareness.
- Manage online/website/email enquiries.
- Keep the website up to date and maintain current branding.
- Prepare and circulate the quarterly CPVA newsletter 'The Circular'.

Membership Administration

- Maintain Member renewal calendar and ensure Membership reminders are sent out 1 month in advance.
- Ensure that all Membership renewals are completed (paid) by the due date.
- Maintain up to date Member Register.

Meeting + Event Coordination

- Plan, schedule, organise and follow up action items for organisational meetings, including Quarterly Members Check In, AGM, Internal CPVA meetings.
- Effectively manage CPVA's cloud-based filing system ensuring appropriate levels of organisation and access/privacy are maintained.
- Assist in planning and coordinating other events or meetings as they arise.

Grants + Awards Applications

- Proactively identify, initiate or develop sources of funding, including grants and relevant awards.
- Lead preparation of grant and/or award applications (in collaboration with the Board as required) and ensure applications are submitted on time and to a high standard.
- Proactively identify and maintain a register of potential industry awards.

Experience + Attitude

- Exceptional communication skills and the experience and proclivity to be an outgoing spokesperson and relationship builder.
- Extensive industry contacts, excellent coalition building skills with an ability to communicate and work with a variety of stakeholders to achieve consensus amongst differing opinions.
- A 'roll up your sleeves' attitude - CPVA is in a growth phase and we all sometimes just need to get in and get the job done.

- Collaborative and proactive – someone who can work autonomously to deliver results and has good judgement to know when to ask for help or feedback.
- Experience in a similar role ideally within a scaling not-for-profit or industry body is advantageous, particularly during growth and service expansion.
- Excellent written, interpersonal and presentation skills.

Package + Remuneration

- The CEO is a part-time, contract role.
- Remuneration includes a monthly retainer and performance incentives.
- Performance incentives are a 50% profit share of additional revenues in the first year, with ongoing bonuses to be reassessed based on year 1 performance.
- The CEO is responsible for maintaining their own relevant insurances, including public liability, professional indemnity and Work Cover.
- The CEO reports to the CPVA Board of Directors.
- The position is fully remote.

How To Apply

Applications are to be emailed to hello@circularpv.com.au and must include:

- **1 page max. cover letter** detailing your interest and suitability for the role,
- **3 page max. CV** detailing your relevant experience and skills.

Important: please keep to the prescribed page limit. Following these instructions is part of the assessment process.