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CANDIDATE BRIEFING DOCUMENT

**CHIEF EXECUTIVE OFFICER
COMMUNITY BUSINESS BUREAU
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Overview: About CBB

OUR STORY

Community Business Bureau Inc (CBB) was formed on 1 July 1995, as a wholly independent incorporated organisation, evolving from the restructuring of the Spastic Centres of South Australia (now known as SCOSA, Cara and CBB). Through restructuring, separate agencies were formed and CBB was established to service the administration requirements within the community services sector, in particular to meet their payroll and financial needs.

Today, Community Business Bureau Inc (CBB) is Australia's' only national not for profit, PBI / charitable Salary Packaging and Business Advisory and recognised Australian Social Enterprise.

Our mission is to develop the capacity and sustainability of not for profits. We undertake activities that support and enable charitable organisations to provide benevolent relief in the areas of indigenous services, aged care, disability, health, welfare, and other community and human support services to people in need.

We have built a reputation as a trustworthy, ethical, and socially conscious service provider. Our clients choose to partner with us because we add value not only for their employees, but also the organisation itself.

It's CBB's empowering, supportive, and transparent partnerships that keep our clients coming back year after year.

- * 1,200+ organisations across the nation partner with CBB
- * 300+ First Nations organisations partner with CBB
- * 85 staff Australia wide employed by CBB
- * Turnover in excess \$11m / Over \$650m in client / customer funds handled annually
- * 1,500+ novated leases under management / \$50m+

CBB supports not for profit organisations to attract, develop, and retain good people elevating the quality of life of people in need through a range of service offerings such as, salary packaging, novated leasing, rewards program, trusted advisor services, community development and business grants and scholarships.

CBB is proud of its social impact, delivering meaningful growth and projects, creating stronger outcomes not only for our not-for-profit sector, but also for its incredible staff who work hard to improve lives all over Australia.



OUR REACH AND IMPACT

When the not-for-profit workforce has well-developed business skills, and knows how to apply them for social impact, they can get more done for communities in need.

For 30 years we've been operating as a not-for-profit social enterprise, growing to a team of over 85 staff and serving more than 1,200 organisations around Australia - from small groups working at the "grass roots", to large, established organisations.

We intend to continue grow our national footprint and increase our impact and reach to help even more not for profit organisations do better business.

OUR VISION

A thriving not for profit sector that is achieving its social objectives.

OUR PURPOSE

Champion better business practices to deliver social impact.

OUR VALUES

CBB staff will always be ethical in our dealings with clients and stakeholders. We shall offer and deliver services in a manner which reflects strong commitment to the following values:

- ▶ Respect
- ▶ Integrity
- ▶ Service
- ▶ Empowerment

For more information visit www.cbb.com.au

Message from our CHAIR



As the Chair, I am passionate about our mission and am looking for a dynamic leader who shares our commitment to driving positive change through service excellence.

At CBB, we believe in the power of purpose-driven work. Our organisation is dedicated to delivering exceptional services to our clients, and our CEO will play a crucial role in shaping our strategy, ensuring sustainable growth, and maintaining our strong financial health to deliver on our social goals.

If you have a passion for our mission and values, with a commitment to making a difference then we'd love you to apply.

You will be instrumental in driving our organisational strategy, managing risks, and identifying opportunities for growth, innovation and social impact.

I am so proud of our amazing team and our achievements. What we do really matters. If you are a visionary leader looking to make a meaningful impact, I encourage you to apply for this exciting opportunity. Join us at CBB and be part of a team that is dedicated to creating a positive difference in the community.

POSITION DESCRIPTION: CEO

Reports to: Board of Directors

Location: Adelaide, South Australia

Direct Reports: 3 - Chief Financial Officer, Chief Operating Officer, Chief People Officer

POSITION PURPOSE

The Chief Executive Officer (CEO) provides strategic leadership and operational oversight to drive CBB's mission of delivering sustainable social impact. Reporting to the Board of Directors, the CEO is responsible for shaping and executing strategies that enhance CBB's growth, financial sustainability, and influence within the social sector. The CEO will champion innovation, foster strategic partnerships, and lead a high-performing team to maximise CBB's impact on the communities it serves.

KEY RESPONSIBILITIES

1. Strategic Leadership & Governance

- Develop and implement a forward-thinking strategic plan that aligns with CBB's mission, vision, and values.
- Provide expert advice to the Board, ensuring governance excellence and regulatory compliance.
- Drive a culture of continuous improvement, innovation, and accountability.
- Ensure robust risk management frameworks and ethical decision-making processes.

2. Social Impact & Growth

- Advance CBB's social enterprise model to expand services and deepen community impact.
- Identify and implement scalable initiatives that drive sustainable growth and create greater social value.
- Measure and evaluate the effectiveness of CBB's programs to enhance outcomes for stakeholders.
- Advocate for policies and initiatives that strengthen the not-for-profit and purpose-driven sectors.

3. Financial & Operational Management

- Oversee financial strategy, ensuring fiscal sustainability and long-term viability.
- Optimise operational efficiencies to enhance service delivery and stakeholder experience.

- Foster a results-driven approach that aligns financial performance with social impact objectives.
- Ensure compliance with regulatory requirements, funding agreements, and best-practice governance.

4. Business Development & Strategic Partnerships

- Drive business development strategies that diversify revenue streams and increase CBB's reach.
- Cultivate and strengthen strategic alliances with government, corporate, and sector partners.
- Enhance CBB's profile as a thought leader and trusted partner in the social sector.
- Represent CBB in high-level forums, advocating for systemic change and sector sustainability.

5. Leadership & Culture

- Inspire and lead a high-performing team, fostering a values-driven culture.
- Empower and develop staff to build leadership capability and drive organizational excellence.
- Champion diversity, equity, and inclusion in all aspects of CBB's operations and partnerships.
- Maintain an environment that encourages collaboration, innovation, and professional growth.

KEY SELECTION CRITERIA

Essential Qualifications & Experience

- Proven experience as a senior executive, reporting into a Board, in a purpose-driven or social enterprise organisation.
- Demonstrated success in driving growth, innovation, and measurable social impact.
- Strong financial acumen with experience managing multi-faceted revenue streams.
- Expertise in strategic planning, governance, and operational leadership.
- Proven ability to build and sustain high-value partnerships across sectors.

Skills & Attributes

- Visionary leadership with a deep commitment to social impact.
- Exceptional strategic thinking and problem-solving abilities.
- Strong stakeholder engagement, negotiation, and advocacy skills.
- High levels of integrity, accountability, and resilience.

- A collaborative leadership style with the ability to inspire and motivate teams.

EMPLOYMENT CONDITIONS

- Full-time position with remuneration and benefits aligned to experience and sector standards.
- Interstate travel may be required.
- Employment subject to satisfactory reference checks and background screening.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8848.

Please Note

Your application will be automatically acknowledged by a return email.