



Chief Executive Officer Position Description

About the Role

We are seeking a highly experienced, strategic and inspirational Chief Executive Officer to lead the Federation of Ethnic Communities' Councils of Australia (FECCA). This is a unique opportunity for a purpose-driven and outcomes-focused leader to guide a well-established and highly respected national multicultural organisation into its next phase of growth, impact and sustainability.

The CEO will bring a strong track record in stakeholder engagement, public policy and organisational leadership. They will be an inclusive and values-led leader with demonstrated experience leading diverse teams, delivering strategic outcomes, and working effectively with a Board of Directors.

POSITION DETAILS

Title: Chief Executive Officer

Location: Canberra

Salary range: Negotiable dependent upon experience plus relocation assistance to help you move and make beautiful Canberra your home.

Employment Type – Full Time

Date the position is advertised: April 1st

Deadline for applications 5pm Friday May 1st

ABOUT FECCA

FECCA is the national peak body representing Australians from culturally and linguistically diverse (CALD) backgrounds.

For over 40 years, FECCA has worked in partnership with multicultural communities, government and the broader Australian society to advance an inclusive and equitable multicultural nation. FECCA promotes multiculturalism as a defining feature of modern Australia and advocates for policies and systems that uphold access, equity and social cohesion.

FECCA represents a national federation of State, Territory and Regional multicultural peak bodies, collectively representing more than 1,500 community organisations. We recognise the diversity of Australia's multicultural communities and the many organisations and structures that contribute to their representation.

Our vision is of a welcoming and inclusive Australia, enriched by its cultural, ethnic and linguistic diversity.

Our role is to influence, advocate and collaborate with our members, governments, business and the broader community to progress this vision. We promote issues affecting CALD communities across all stages of settlement and work to address systemic barriers to participation, inclusion and equity.

FECCA's national office, based in Canberra, is led by a small, dedicated and professional team. We work closely with the Australian Government, its agencies, and partners across the not-for-profit and private sectors to advance access and equity for all Australians.

FECCA plays a key role in shaping the national multicultural agenda, including promoting racial, religious and cultural harmony.

Our work spans a broad range of policy areas utilising an intersectional lens, including anti-racism, ageing, health, employment, immigration, and access and equity. We engage with diverse communities including older people, women, young people, regional and rural communities, new and emerging communities, and people with disability.

FECCA is committed to the principles of equal employment opportunity, workplace health and safety, and inclusive workplace practices. All staff are expected to contribute to a respectful, safe and equitable work environment.

REPORTING RELATIONSHIP

The position reports to:

- FECCA Board Chairperson

Reporting to this position:

- Executive Director, The Australian Multicultural Health Collaborative - AMHC
- Executive Director, Australian Multicultural Women's Alliance – AMWA
- Senior Policy and Research Manager
- Operations Manager
- Stakeholder Engagement & Project Manager
- Program & Project Policy Officers
- Casual staff and volunteers

KEY OBJECTIVES

The CEO is responsible for implementing the strategic direction set by the FECCA Executive Board and for the effective day-to-day management of the organisation. The role provides high-level secretariat support to the Board, ensures strong governance practices, and maintains rigorous financial management and legal compliance.

The CEO represents FECCA in key forums, committees and stakeholder engagements, strengthening the organisation's national profile and influence. The role also focuses on building and sustaining productive partnerships across sectors to support FECCA's mission and strategic priorities.

As an organisational leader, the CEO fosters a positive, inclusive and high-performing workplace culture, providing clear direction and support to staff. The role also leads the development of high-quality, complex policy and advocacy documents that inform public debate and influence decision-making.

KEY RESPONSIBILITIES

Leadership and strategic planning

- Provide strategic leadership to FECCA and the multicultural sector, including high-level policy advice to government on issues affecting culturally and linguistically diverse communities.
- Work collaboratively with the Board to implement the organisational strategic plan and ensure alignment between strategic priorities and operational delivery.
- Monitor, evaluate and report on organisational performance, including progress against strategic objectives and overall impact.
- Drive advocacy and policy development by identifying emerging issues, gaps and opportunities, and advancing evidence-based approaches.
- Oversee the development of high-quality policies, submissions, reports and publications representing FECCA's priorities.
- Lead the planning and delivery of national conferences, key events and initiatives to highlight emerging issues, evidence and solutions, including the FECCA National Conference & the National Multicultural Health and Wellbeing Conference.
- To ensure strategic alignment, coordination and delivery of shared priorities and outcomes of FECCA's two key strategic initiatives Australian Multicultural Women's Alliance (AMWA) and the Australian Multicultural Health Collaborative (AMHC)

Management and administration

- Provide strategic oversight of FECCA's day-to-day operations, ensuring effective, efficient and high-quality organisational performance.
- Develop, implement and continuously improve organisational policies, systems and procedures to support strong governance and operational excellence.
- Lead, support and guide staff to deliver on their roles and responsibilities, including setting clear expectations and undertaking regular performance reviews.
- Foster a safe, inclusive and productive workplace by recruiting, retaining and developing high-quality staff, and ensuring appropriate employment frameworks, contracts and remuneration structures are in place.
- Build and sustain a high-performing, collaborative team culture aligned with FECCA's strategic priorities, values and objectives.

Finances

- Provide strategic financial leadership to ensure the long-term sustainability and viability of the organisation.
- Oversee all financial operations, including budgeting, forecasting, reporting and audit processes, ensuring accuracy, transparency and accountability.
- Monitor organisational financial performance against budget and strategic objectives, and take corrective action where required.
- Ensure effective financial management through strong internal controls, risk management and compliance with all regulatory and funding requirements.
- Lead the development and implementation of financial strategies that support organisational growth and sustainability, including diversification of income streams.
- Identify, secure and manage funding opportunities, including government grants, partnerships and contracts, ensuring compliance with funding agreements and acquittal requirements.
- Provide regular, clear and timely financial reports and advice to the Board to support informed decision-making.

Legal compliance

- Assure compliance with relevant laws and regulations and maintain all required documentation
 - Workplace Health & Safety
 - FECCA Policies & Procedures
 - Workplace Regulations & Industrial Awards
 - Report on operations, risk management and finances regularly to the Board

Stakeholder relations

- Develop and maintain excellent relationships with FECCA members and stakeholders, including relevant non-for-profit organisations and Government programs.
- Ensure implementation of FECCA's communications strategy.
- Analyse stakeholder & member feedback to improve the organisation's responsiveness to its constituents and stakeholders.
- Assure professional representation of FECCA.

SELECTION CRITERIA

- Demonstrated senior leadership experience, with the ability to set strategic direction while ensuring effective operational delivery of organisational priorities, programs and services.
- Proven capacity to lead and manage teams, fostering a high-performing, values-driven organisational culture and ensuring accountability for outcomes.
- Strong financial and organisational management capability, including budgeting, resource allocation, and ensuring sustainability and operational efficiency.
- Demonstrated success in building and maintaining strategic relationships and partnerships across government, non-government and community sectors, with the ability to influence outcomes.
- Highly developed communication and representation skills, including public advocacy, stakeholder engagement, negotiation, and the preparation of high-level written materials.
- Sound understanding of multiculturalism, human rights, and the policy and advocacy environment, with the ability to translate strategy into practical initiatives and outcomes.
- Demonstrated understanding of governance frameworks, including experience working with Boards, and managing risk and compliance obligations.
- Knowledge of government and non-government systems, including policy development, funding environments, and advocacy processes.
- Demonstrated commitment to inclusive leadership practices.

Desirable

- Relevant tertiary qualifications (or equivalent experience).
- Passion for equity, diversity, and inclusion, with lived experience highly regarded.
- Australian Drivers Licence

Conditions

- Due to the nature of the organisation, work outside of normal hours is expected. This may include evenings and weekends. From time to time, other duties outside the scope of this position description may also be required in negotiation with the FECCA Chair
- Six-month probationary period
- Must have the right to work in Australia

FECCA is an Equal Opportunity Employer and actively encourages applications from people from Culturally and Linguistically Diverse backgrounds.

HOW TO APPLY

Send your current CV and a cover letter addressing the selection criteria to Peter Doukas FECCA Chairperson, to people@fecca.org.au using the subject line: “CEO Position Application” with names of three referees.

Applications close 5 pm May 1st 2026

For further information about this outstanding opportunity, please contact FECCA ([02 6282 5755](tel:0262825755))