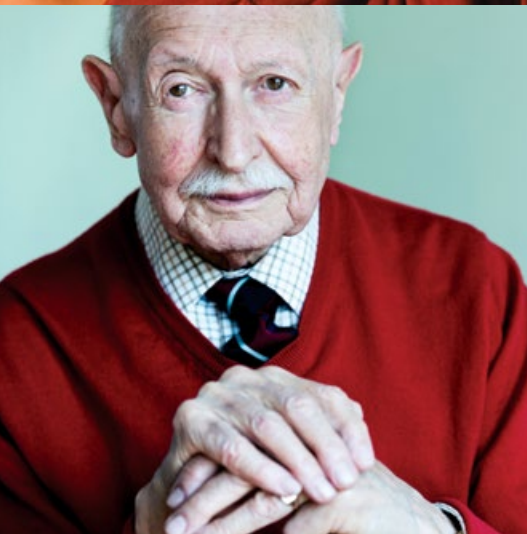


Welcome to **NGO Recruitment**



Specialists in
not-for-profit sector
recruitment across
Australia and
Asia Pacific



"NGO Recruitment brings a lot of wisdom, value and strength to our recruitment with their focus on the not-for-profit sector and the way they engage and communicate throughout the recruitment process. Their coaching, feedback and personal approach with candidates is extremely helpful. The team exceeds expectations and I wouldn't hesitate to recommend them."

**STEVEN SMITH, TERRITORIAL
DIRECTOR OF STRATEGIC
CHANGE, THE SALVATION ARMY**



NGO Recruitment Overview

We recruit for: International non-government organisations, Charities, Community groups, Health and animal welfare organisations, Education institutions, Industry associations, Faith-based organisations, Political and activist groups.

Who we are

NGO Recruitment is Australia's not-for-profit sector recruitment specialist. For almost 15 years, we have recruited for a vast range of not-for-profits, from large multinational NGOs to neighbourhood centres, and everything in between. Our unrivalled networks and specialist firsthand sector knowledge enable us to find the very best local and international talent to help drive, shape and empower the not-for-profit sector across the region.

What we do

Our focus is sector specific, role generic. We offer exclusive executive search and permanent, contract and temporary recruitment services and recruit all head office and operational job roles within an organisation – from executives, heads of finance and fundraising directors, to lawyers, lobbyists, HR managers, disability case managers and the complete range of finance and administration professionals. We also specialise in placing board members for a variety of organisations within the sector.

Our approach

We offer a collaborative and values based recruitment service founded on our in-depth understanding of the unique complexities and culture of the sector. The value we place on cultural fit underpins our recruitment success. We partner with our clients who trust us each step of the way to find the right person, not just any person for the job – no matter how complex the brief.

Our reach

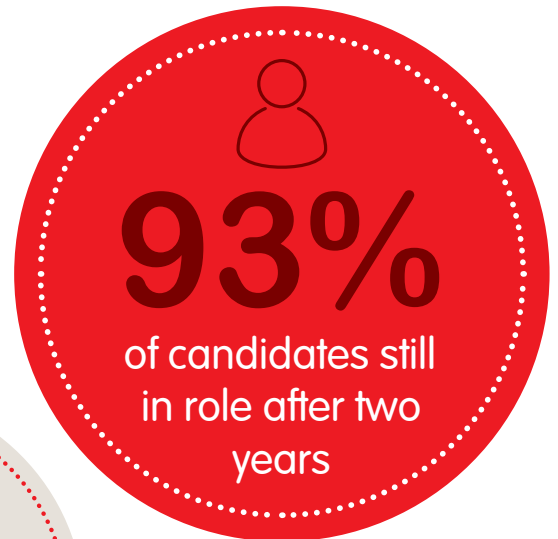
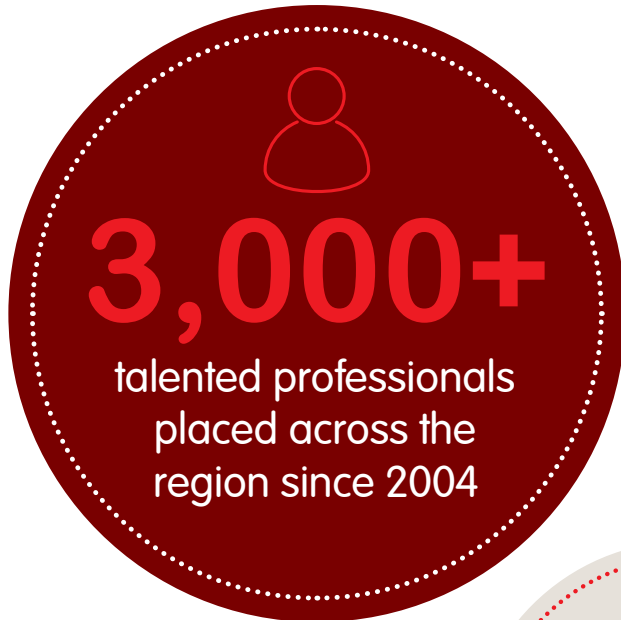
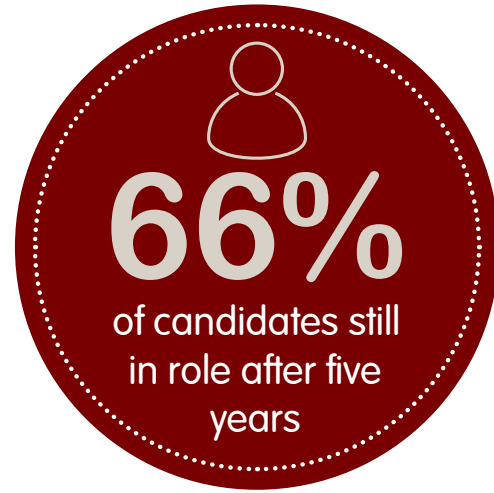
With offices in Sydney, Melbourne, Brisbane and Tokyo, our experienced consultants work as a national team recruiting across metropolitan, regional and remote Australia and into the Asia Pacific region. Our proven international search capabilities also enable us to find the very best global talent for specialist roles.

"NGO Recruitment did a great job in helping us recruit for a short term assignment in Indonesia recently. The turnaround was fast, with a shortlist of high quality candidates, and we were delighted with the final outcome."

JOANNA TUCKWELL, WORLD ANIMAL PROTECTION, ASIA PACIFIC



NGO Recruitment in numbers



"NGO Recruitment recently helped us recruit a new CEO and board chair. We were presented with some very strong candidates which led to an excellent outcome. The team was great at giving honest feedback on candidates and their suitability for the organisation and role."

JAYNE BLAKE, DIRECTOR AND CHAIRPERSON,
HEARTKIDS AUSTRALIA

Why NGO Recruitment?

Our unrivalled networks

With over 25 years' not-for-profit sector and commercial recruitment experience, our founder Richard Green is widely recognised as Australia's leading not-for-profit recruitment professional. Our team of mature consultants also has extensive experience in delivering quality recruitment services to this highly specialised sector. Our unrivalled networks, leading search strategies and constantly-evolving candidate database of 175,000 registered professionals all allow us to source the very best local and international talent.

Our specialist knowledge

Our consultants have a specialist knowledge of the complex environment in which not-for-profits operate. We understand the necessity for transparency and accountability to donors, funding bodies, clients and other stakeholders. And we deliver tailored recruitment services to match. We are also highly experienced at recruiting for government funded not-for-profits and have the procedural expertise to make sure we find you the right talent within this environment.

Our focus on cultural fit

Understanding the importance of cultural fit and making it a priority during the recruitment process is at the heart of our recruitment methodology. After almost 15 years of behavioural and cultural assessment, we are uniquely placed to gauge the cultural fit of our candidates as an indicator of long term success within your organisation. As a testament to this, 93% of our placed candidates are still in their role two years post placement.

Our creativity

Our sector expertise means we are highly skilled at assessing and recommending ideal candidates from within the not-for-profit sector. Where appropriate, we will also recommend potential candidates from the corporate or government sector who have strong transferrable skills and a fresh perspective. Not everyone is suitable, and assessing values alignment and cultural fit is, as always, of crucial importance.

Our commitment

We are committed to our clients every step of the way. We specialise in executive and difficult to source roles with long lead times and are honest from the outset about the challenges we may face. We are always 100 percent committed to finding the right person - and we will not stop until we do.

Our service excellence

Our reputation for service excellence also underpins our longstanding relationships within the not-for-profit sector. We often partner with our clients for the long term and our candidates in turn, often become clients themselves. We focus on going above and beyond in all that we do and our can-do, results-driven approach is highly valued.

Our **specialist** recruitment services

Exclusive executive search

At NGO Recruitment, we specialise in exclusive executive search and are extremely successful at recruiting highly qualified difficult to source executives from across the region. We have an absolute commitment to the recruitment process evidenced by our 100 percent success rate.

Board practice

We are also specialists in assisting not-for-profit organisations with board appointments. Our board practice is adept at sourcing remunerated and volunteer board directors from diverse backgrounds who are able to offer rich experience and fresh ideas.

Permanent recruitment

Our recruitment services are sector specific, role generic. From marketing managers, fundraisers and policy advisors to counsellors, lawyers and payroll managers, we recruit permanent professionals on an exclusive basis right across the not-for-profit sector.

Temporary and contract recruitment

We offer responsive temporary and contract recruitment services, sourcing professionals for fixed-term contracts, ongoing projects and temporary cover. We manage the whole process from search and selection, interviews and references to payroll.

Project recruitment

We are also highly experienced at volume project recruitment including the ability to source service delivery teams for specific funding contracts. We are uniquely qualified to recruit large national teams for the not-for-profit sector, often to short deadlines.

Payroll

NGO Recruitment also offers a cost-effective payroll only service for our clients. Our payroll experts manage the entire process, from one employee to entire teams, and keep one step ahead of all compliance and workplace legislation.

"With NGO Recruitment's help we built a fantastic fundraising team at Lifeline that took the organisation to the next level. We also used NGO Recruitment to successfully recruit our marketing and media roles. We were very impressed with the advice, individual service and care taken."

**VERITY BLACKMAN, GENERAL MANAGER,
SUSTAINABILITY & PUBLIC RELATIONS, LIFELINE AUSTRALIA**

"Faced with the ongoing challenge of hiring well qualified fundraisers, NGO Recruitment has helped us recruit some outstanding candidates over the years. The consultants are unfailingly professional, always listen carefully to the kind of person we're looking for and then do everything possible to provide us with a few highly qualified candidates to choose from."

CHERYL PULTZ, DIRECTOR OF FUNDRAISING, AUSTRALIAN CONSERVATION FOUNDATION



Roles we recruit

We recruit all roles, at all levels.
Here is a selection.

Senior Executive and Operations

CEO, COO, CFO, GM,
Country Director, People
and Culture Manager,
IT, Finance Manager

Administration, EA/PA and Finance

ALL LEVELS AND
FUNCTIONS INCLUDING:

Donor Service,
Database Operator
and Payroll

Program Director, Manager and Coordinator

Fundraising, Development and Advancement

- Direct, Digital and Database Marketing
 - Major Donor, Philanthropy,
Relationship and Bequest
- Corporate, Sponsorship and
Business Development

Communications, Media, Marketing, Public and Government Relations

Direct Service

Clinical Service,
Social Worker,
Housing Manager,
Counsellor

Advocacy, Campaign, Lobbying and Volunteer Management

Our process

There are four general stages across all of our specialist recruitment services:



STAGE 1 – DISCOVERY

- Provide proposal outlining commitments and terms of engagement
- Undertake thorough assignment briefing with key stakeholders
- Determine candidate profile, search strategy and key milestones



STAGE 2 – TALENT MAPPING AND SEARCH

- Conduct extensive talent mapping to identify potential candidates
- Commence tailored advertising and social media campaign
- Execute advanced search and networking strategies



STAGE 3 – SELECTION

- Undertake initial NGO Recruitment interviews to assess technical and cultural fit
- Conduct behavioural and aspirational interviews with psychological profiling and skills testing as needed
- Deliver shortlist and assist with interview process, panel selection and scenarios



STAGE 4 – NEGOTIATION AND REVIEW

- Conduct interview debrief and assist with final candidate selection
- Extensive reference checking and other checks
- Assist with offer management, candidate resignation and transition
- Conduct post-placement review and regular candidate follow-up

Campaign milestones

PRELIMINARIES

Proposal sign off and assignment briefing

CAMPAIGN

Week 1-3: Online advertising; search strategies; candidate interviews; ongoing client liaison

Week 4: Candidate shortlist

Week 5: Client interviews

Week 6: Second interviews

Week 7: Offer made; final package negotiation

Week 8: Candidate resigns

POST-PLACEMENT

Initial follow up one week post-placement

Monthly follow up for three months

Ongoing follow up if required

*Please note – timeframes are variable depending on the complexity of the role.



"NGO Recruitment knows the not-for-profit sector inside out and goes beyond the call of duty to find good candidates. Communication is excellent and the consultants provide valuable advice throughout the process. We've built a great relationship with the team and would recommend NGO Recruitment to any not-for-profit looking to recruit."

JEROEN VAN KERNEBEEK, MANAGING DIRECTOR, FOUR PAWS AUSTRALIA

"NGO Recruitment supported the Community Options Australia Board when searching for a new CEO in late 2015. We were fortunate to secure the services of a high calibre individual who has since led and evolved the organisation to be a leader in its field. I have no hesitation in recommending NGO Recruitment."

**MONIQUE CARDON, CHAIR,
COMMUNITY OPTIONS AUSTRALIA**



Search strategies



NFP community

Referrals
Networking
Headhunting



Online advertising

NGO Recruitment job board
50 sector specific online job boards



Database searches

NGO Recruitment database
LinkedIn Recruiter and
SEEK Database



Social media

LinkedIn, Twitter, Facebook
Sponsored posts, group targeting



E-marketing

Email campaigns
Targeted approaches



"NGO Recruitment found us the right person for a particularly challenging executive level role. The consultants pulled together a quality list of candidates and were at all times fair, transparent and honest in their communication and processes. We're very happy with the result."

**ANDREW GOW, DIRECTOR, STRATEGY & PERFORMANCE,
COORDINARE, PRIMARY HEALTH NETWORK, SOUTH EASTERN NSW**

Our clients

We have recruited for over 500 not-for-profit organisations across Australia and Asia Pacific since 2004. Here is just a selection.



Referees

NGO Recruitment is able to provide a broad range of referees who we have worked with for over a decade. Please email or call us and we will supply you with the relevant referee contact details.

Our consultants

All of our consultants are able to work nationally, depending on our clients' requirements.

NATIONAL

Richard Green

DIRECTOR

With over 25 years' not-for-profit sector and commercial recruitment experience, Richard is widely recognised as Australia's leading not-for-profit recruitment specialist. Before establishing NGO Recruitment in 2004, Richard was a fundraising and membership professional for Greenpeace, UNICEF Australia, Bobby Goldsmith Foundation, Inspire Foundation and the Australian Direct Marketing Association. Since 2004, Richard and his team have successfully placed over 3,000 candidates in more than 500 national and international not-for-profit organisations.



NATIONAL

Annie Barker

NATIONAL QUALITY MANAGER

Annie is NGO Recruitment's national quality manager with more than 16 years' experience as a senior recruitment consultant, recruiting for a broad range of non-government, not-for-profit and charitable organisations. She has also worked in the community legal and AOD sectors as an executive support officer. Annie recently stepped into a national quality manager role in early 2018 to work with our consultants to guarantee exceptional and efficient recruitment services to our candidates and clients across Australia and Asia Pacific.



NATIONAL

Ciara Cunningham

DIGITAL MARKETING MANAGER

Ciara is NGO Recruitment's dedicated national digital marketing manager working in partnership with our consultants across all of our recruitment assignments. Ciara has a wealth of marketing experience gained from roles at The Irish News, Ulster University, TAFE NSW and Open Colleges Australia. With a key focus on digital marketing, Ciara promotes our roles across a range of digital channels such as LinkedIn, social media platforms and targeted online job boards. She also manages our highly targeted e-marketing campaigns.



ASIA PACIFIC

Damian Penston

SENIOR CONSULTANT

Based in Tokyo, Damian is NGO Recruitment's dedicated Asia Pacific recruitment specialist and brings over 10 years' international development, IT and not-for-profit sector experience to the team. Prior to joining NGO Recruitment, Damian held recruitment and HR roles with Cardno's international development services division and was managing partner of Propel Consulting, a Japanese recruitment firm. He now specialises in difficult to source roles for not-for-profit organisations across the Asia Pacific region.



SYDNEY

Debbie Jardine

SENIOR CONSULTANT

Debbie joined NGO Recruitment in 2017 with over 12 years' international commercial and executive recruitment experience. She began her career at Manpower in London and has since held senior roles at Adecco in the UK and Page Group and Allegis Group here in Australia. At NGO Recruitment, she expertly recruits across all job roles and is renowned for her professional and consultative approach.



SYDNEY

Ruth Connelly

SENIOR CONSULTANT

Ruth is NGO Recruitment's senior permanent recruitment consultant who also specialises in temporary and contract placements. Ruth is a CPA qualified accountant and now has over 20 years' commercial, government and not-for-profit sector recruitment experience. Prior to joining NGO Recruitment in 2014, Ruth held senior positions at leading recruitment firms including Talent2 and Hudson. She now recruits a broad range of executive, finance, operational and service delivery roles for some of Australia's top not-for-profit organisations.



MELBOURNE

Emma Adams

VICTORIAN MANAGER

Emma has over 10 years' recruitment experience in the not-for-profit sector. After completing a Bachelors degree of Law in 2006 she began her recruitment career with Reed UK, recruiting in education and welfare to work before joining Hays Recruitment in Melbourne where she specialised in recruiting senior fundraising, marketing and communications positions for not-for-profit organisations. Emma joined NGO Recruitment in 2015 as our Victorian Manager recruiting executive and fundraising positions. She is widely considered to be the leading fundraising recruitment specialist in Melbourne.



MELBOURNE

Anna Skeels

SENIOR CONSULTANT

Anna has over 20 years' international recruitment experience having worked for leading brands such as Talent2, Michael Page and UniSuper, and most recently as a senior executive search consultant with McArthur in Melbourne. At NGO Recruitment, Anna is focused on our executive roles, working closely with not-for-profit organisations to source c-suite executives and board members with the right skills and cultural fit to ensure long term success.



MELBOURNE

Emma Naglieri

SENIOR CONSULTANT

Emma has almost 10 years' recruitment and human resources consulting experience, gained from leading national and international companies such as Medibank, ME Bank, PwC and Hays Recruitment. She specialises in policy and strategy recruitment and has in depth expertise recruiting roles at all levels within HR, legal, finance, marketing and project management. Emma works with the utmost integrity, transparency and professionalism and is trusted by our clients to deliver the very best talent.



BRISBANE

Louise Furlong

SENIOR CONSULTANT

Louise joined NGO Recruitment in 2005 and now heads up our QLD operation as one of our most experienced not-for-profit sector recruitment consultants. She began her career within the banking and finance sector, holding senior roles at Westpac, Suncorp and ANZ Careers, before transitioning into the not-for-profit sector over ten years' ago. She has significant understanding of the uniqueness of the sector and a strong focus on the importance of cultural fit for both clients and candidates. She has expertise recruiting across all levels of management with a particular focus on executive and leadership roles, fundraising, business development, account and project management.



NATIONAL

Alice Judges

ASSOCIATE CONSULTANT

As NGO Recruitment's national associate consultant, Alice assists all of our consultants with candidate mapping, attraction and screening. She is also our leading reference taker – a crucial function of the recruitment process. Before joining NGO Recruitment in 2018, Alice lived in London for seven years where she held various sales and recruitment roles at UBM, REED Recruitment and Magners.



Why NGO Recruitment?



NGO Recruitment is the not-for-profit recruitment specialist across Australia and Asia Pacific with a reputation for service excellence



We have extensive recruitment experience, in depth firsthand knowledge of the sector and unrivalled networks



We partner and collaborate with our clients every step of the way to source the very best talent



Our creativity and understanding of cultural fit underpins our recruitment success

Quality assurance

NGO Recruitment is a division of the Bradman Recruitment Group and a certified member of the Recruitment and Consulting Services Association (RCSA). As a member of the RCSA, the Bradman Recruitment Group follows the Code of Professional Conduct which means we uphold the highest standards of ethics and honesty at all times.

Testimonials

"WWF Singapore engaged NGO Recruitment to source a number of key roles in our fundraising team, including the head of individual giving, database manager and head of philanthropy, as well as a specialist global palm oil lead. WWF Singapore is embarking on an ambitious growth strategy so having the right talent on board is absolutely critical, but our existing HR team had limited fundraising candidate networks or the time. I would recommend NGO Recruitment for anyone interested in hiring good fundraising talent."

**LUKE HEFFERNAN, DIRECTOR OF
MARKETING AND FUNDRAISING,
WWF SINGAPORE**

"Thank you so much NGO Recruitment for your hard work and support on our latest recruitment project. Our new compliance manager is a great fit for Wentworth and we will benefit enormously from his expertise. We'll also be able to provide him with an interesting and challenging career."

**DENISE HARTMAN, EXECUTIVE MANAGER,
PEOPLE & CULTURE, WENTWORTH
COMMUNITY HOUSING, SYDNEY**

"NGO Recruitment understands the fundraising sector very well and the consultants were highly knowledgeable about the roles we were seeking to fill. We needed high calibre specialist skillsets for our fundraising team and they were able to source some high quality key team members."

**RICHARD WYLIE, DIRECTOR,
GLOBAL FUNDRAISING & BRAND,
HEART RESEARCH
INSTITUTE**

"Professional, transparent and courteous. What a refreshing change for a business in recruitment. Richard is a no-nonsense, honest and experienced recruiter. I wouldn't bother going anywhere else."

**NIGEL MARSDEN, MAJOR GIVING &
PARTNERSHIPS MANAGER, ABSEC,
THE ABORIGINAL CHILD, FAMILY
AND COMMUNITY CARE STATE
SECRETARIAT, NSW**

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