


Welcome to **NGO Recruitment**

Australia Asia Pacific International



Specialists in
not-for-profit sector
executive search,
recruitment and
HR services



A vibrant photograph of a diverse group of people celebrating at a Pride event. In the foreground, a young Black woman with a colorful headband and a red top is smiling broadly, her arm raised. Behind her, a man with glasses and a mustache is also smiling, holding a white flag. Other people in the background are holding rainbow flags, creating a festive and inclusive atmosphere.

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

"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 partner with 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 leading not-for-profit (NFP) sector executive search, recruitment and HR specialist. We are also the recruitment specialists in the niche discipline of fundraising. For nearly two decades, we have sourced talent for the complete range of NFP organisations, from large multinational NGOs to neighbourhood centres, and everything in between. Our unrivalled NFP and corporate networks enable us to find the very best local and international talent to help drive, shape and empower the NFP sector.

What we do

We offer proven exclusive executive search and permanent recruitment services, and non-exclusive contract and temporary recruitment services, sourcing roles at all levels within NFP organisations – from Board chairs, CEOs and fundraising directors, to lawyers, lobbyists, HR managers, disability case managers and finance and operations professionals. We also deliver tailored HR and unique career transition services designed specifically for the NFP sector.

Our approach

Our collaborative, genuine and values-based services are founded on an in-depth understanding of the unique complexities and culture of the NFP sector. The value we place on cultural fit underpins our executive search and 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 and Brisbane including a dedicated Asia Pacific desk, our mature and deeply experienced team works cohesively, recruiting across metropolitan and regional Australia, into the Asia Pacific and across the globe. Our proven international search capabilities allow us to source the very best international talent for specialist roles.

"When we engaged NGO Recruitment to search for a new CEO for the Fundraising Institute of Australia, all our expectations were met and exceeded throughout the search process. The team did a fantastic job in identifying and engaging a remarkable lead candidate for the CEO role. What impressed me most was NGO Recruitment's great ability to really understand the person needed for the position, beyond just their skills, and to assess cultural fit and suitability based on career stage. We were 100% satisfied with the level of service provided and would not hesitate to engage NGO Recruitment again for future executive search requirements."

JAMES GARLAND, BOARD CHAIR, FUNDRAISING INSTITUTE AUSTRALIA

"NGO Recruitment were amazing - very responsive and engaged across the whole process. Our consultant was exceptional, she really understood the nuances of our culture and the importance of getting the fit right."

LISA CHENG, EXECUTIVE DIRECTOR MARKETING & FUNDRAISING, LIFELINE AUSTRALIA



NGO Recruitment in numbers



66%

of candidates still
in role after five
years



5,000+

talented professionals
placed across the
region since 2004



93%

of candidates still
in role after two
years



100%

exclusive executive
search success
rate



200,000

registered professionals
on our candidate
database since
2004



500

not-for-profit partner
organisations across
Australia and Asia
Pacific

Why NGO Recruitment?

Our unrivalled NFP and corporate networks

With almost 30 years' fundraising and NFP sector recruitment experience, our founder Richard Green is widely recognised as Australia's leading NFP executive search and recruitment professional. Our team of mature consultants has extensive experience in delivering quality recruitment and HR services to this highly specialised sector. Our unrivalled networks, leading search strategies and constantly-evolving candidate database of 200,000 registered professionals all allow us to source the very best local and international talent.

Our cross-sector reach

Our sector expertise means we are highly skilled at assessing and recommending ideal candidates from within the NFP sector. We are also highly successful at identifying and transitioning corporate and public sector talent with strong transferrable skills and a fresh perspective into NFP leadership roles. Not everyone is suitable, and assessing values alignment and cultural fit is, as always, of crucial importance.

Our specialist knowledge

Our consultants have expert knowledge of the complex environment in which NFPs operate. We understand the necessity for transparency and accountability to donors, funding bodies, clients and other stakeholders. And we deliver tailored executive search, permanent and temporary recruitment and HR services to match. We are also highly experienced at recruiting for government-funded NFPs 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 our search process is at the heart of our recruitment methodology. After almost two decades 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, 92% of our placed candidates are still in their role two years post-placement.

Our commitment

We are committed to our clients every step of the way and are honest from the outset about the challenges we may face. As the leading specialists in executive search and difficult to source roles, often with long lead times, we are always 100 per cent focused on 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 NFP 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 focus on diversity

We are committed to diversity and our recruitment processes are free from biases regarding a candidate's gender, age, race, religion, sexual orientation and other characteristics not relating to job performance. We search through diverse talent pools to provide you with the very best shortlist for every role.

Our international reach

With a dedicated Asia Pacific presence, we work with a broad range of international NGOs and specialise in sourcing professionals from within the global NFP and wider community. Our extensive international networks, candidate database and advanced online, print and social media advertising strategies allow us to shortlist the very best candidates regardless of location. In a Covid-19 world, we are highly experienced at recruiting from a broader pool of national and international talent, who are now comfortable interviewing and working remotely using Zoom, Microsoft Teams and FaceTime.

Our **specialist** recruitment services

Executive search – exclusive

At NGO Recruitment, we specialise in exclusive executive search and are highly successful at sourcing diverse executive leadership talent from across Australia and internationally. We seek out leaders who can adapt to change, balance innovation with risk, navigate transformation and bring diverse thinking to the boardroom table. Our advanced search processes are highly effective, as evidenced by our 100 per cent success rate.

We also specialise in assisting NFP organisations with board appointments. Our board practice is adept at sourcing remunerated and volunteer board directors from diverse backgrounds who contribute rich experience and fresh ideas.

Permanent recruitment – exclusive

Our permanent 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 a retained exclusive basis right across the national and international NFP sector.

Temporary and contract recruitment – non-exclusive

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

We are also highly experienced at volume project recruitment, including the ability to source service delivery teams for specific funding contracts. Our team is uniquely qualified to recruit large national teams for the NFP sector, often to short deadlines.

“In my opinion, NGO recruitment is a go-to agency for your recruitment needs in the sector. Richard and the team are friendly and professional. The team was honest with us on our shortlist and communicated clearly and often during the recruitment process. They are dedicated to the sector and a pleasure to work with. The highly skilled individual we recruited through NGO was a perfect fit for the organisation. I would thoroughly recommend NGO recruitment.”

DR MATTHEW MILES, FORMER CHIEF EXECUTIVE OFFICER, MS RESEARCH AUSTRALIA

Our specialist HR services

HR management

NGO Recruitment's HR experts offer high-quality HR management services to complement our core specialist recruitment services. Widely regarded as the trusted HR experts within the NFP sector, our consultants will guide you through leadership development, organisational and team design, restructuring and complex performance management. We also facilitate planning initiatives, team events and workshops to upskill line managers in all aspects of people management.

Outplacement and career transition

We are also the only sector recruitment and HR specialist providing bespoke and compassionate outplacement services designed specifically for NFP organisations. We manage and minimise the impact of redundancy on your employees, reduce stress and provide genuine career transition support and coaching to those affected.

Our practical next-step career search strategies tap into our unrivalled client networks and can be applied immediately. Specific services include career coaching, interview preparation and job search support.

Payroll

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

"Thanks for the wonderful outplacement sessions. I have had several staff members tell me how excellent the experience has been and that the advice has been invaluable. Many thanks"

NON-PROFIT OUTPLACEMENT SERVICES CLIENT

"This has been a very positive experience for me – Emma has been brilliant, supportive, insightful and very available – she worked above and beyond and I am very grateful to her and to this. My LinkedIn is updated and she has given me some excellent resources. Emma should be commended for her care and diligence."

NON-PROFIT EMPLOYEE

Roles **we recruit**

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

**Board Directors,
Senior Executives
and Operations**

**Fundraising,
Development &
Advancement**

**Program /
Project Director,
Manager &
Coordinator**

**Administration,
EA/PA & Finance**

**Human
Resources**

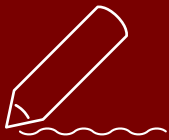
**Advocacy,
Campaign
& Legal**

**Communications,
Media, Marketing,
Public and
Government Relations
& Graphic Design**

**Direct
Service**

Our process

There are four general stages across all of our specialist permanent 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

"Over the last 18 months, Butterfly Foundation in partnership with NGO Recruitment has recruited 13 positions across Australia from our Clinical Director and Head of Finance to our National Philanthropy Manager. These positions have been due to the internal growth required to meet the needs of those who we represent. Despite the challenges of COVID-19 and alike, I have found working with NGO Recruitment to be an excellent experience. As always, some roles were easy to find, some much harder. NGO Recruitment always works to understand what is needed for a role, what is unique and what would fit with our culture."

KEVIN BARROW, CHIEF EXECUTIVE OFFICER, BUTTERFLY FOUNDATION

Campaign milestones

PRELIMINARIES

Proposal sign off and assignment briefing

AVERAGE 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 8-12: Candidate resigns and commences new role

POST-PLACEMENT

Initial follow up one week post-placement

Monthly follow up for three months

Ongoing support if required

*Please note these timeframes are variable depending the nature of the role and location. Some roles are filled in 6-8 weeks and others can take 12 weeks or more



"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, BOARD DIRECTOR, FOUR PAWS AUSTRALIA

"I have no hesitations in recommending NGO Recruitment for any recruitment assignment. The team demonstrates such work ethic and integrity. Our consultant did not stop until he found the perfect policy and communications manager for our organisation."

**JON BISSET, GENERAL MANAGER,
COMMUNITY BROADCASTING
ASSOCIATION OF 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

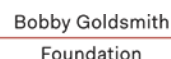


"NGO Recruitment found us the right person for a particularly challenging executive level role. The consultants pulled together a quality list of candidates and were at all times fair, transparent and honest in their communication and processes. We're very happy with the result."

**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

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.



BRISBANE

Louise Furlong

EXECUTIVE CONSULTANT & GENERAL MANAGER QUEENSLAND

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, before transitioning into the not-for-profit sector 15 years' ago. Louise has significant expertise recruiting across all levels of management with a particular focus on executive and leadership roles, fundraising, business development, account and project management.



INTERNATIONAL

Lois Freeke

MANAGER, ASIA PACIFIC & INTERNATIONAL, OUTPLACEMENT SERVICES LEAD

Originally from the UK, Lois first moved to Hong Kong in the early 90s and subsequently held Shanghai-based senior management recruitment roles for over 15 years, including country manager China at REED, director at Kelly Services and managing consultant at Hudson. Lois is a conversational Mandarin Chinese speaker and in her role as manager Asia Pacific & International, Lois partners with international NGOs to source high quality candidates across the Asia Pacific region and internationally.



SYDNEY

Hayley Martin

EXECUTIVE CONSULTANT

Hayley has nearly 20 years' recruitment experience from agencies based both in London & Sydney. Working in a boutique environment in the fashion & design industry, Hayley is very experienced at working on niche roles for small start-ups to global brands. Hayley has recruited many senior executive and CEO positions as well as marketing, design, manufacturing and operational roles in both a permanent and contract capacity.



SYDNEY

Debbie Jardine

SENIOR CONSULTANT TEMPORARY & CONTRACT

Debbie joined NGO Recruitment in 2017 with over 14 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 temporary and contract roles and is renowned for her professional and consultative approach.



SYDNEY

Kelly Gentle

SENIOR CONSULTANT

Kelly has a diverse background recruiting staff internally at Fernwood Fitness, Fitness First and the Study Group over a 10-year period. Kelly successfully recruited roles including fitness professionals, management positions and sales and marketing. In her past career as an elite athlete, Kelly represented Australia in softball and has coached for NSW.



SYDNEY

Erin Macbeth

SENIOR CONSULTANT

Erin joined NGO Recruitment with nearly four years' experience within the medical recruitment industry. While acting as the administrative support function, Erin learnt from and worked alongside senior recruiters from many walks of life, developing a deep and detailed understanding of recruitment for hard to fill positions. This led to Erin's passion for working with Aboriginal Medical Services, placing general practitioners in remote areas of Australia and Indigenous communities in need. Erin focuses on providing a high level of service and positive experience to all clients and candidates and takes the time to gain a deep understanding of their needs.



MELBOURNE

Anna Skeels

EXECUTIVE 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

Gemma Schade

SENIOR CONSULTANT

Gemma has more than 15 years' recruitment and management experience having worked for a specialised boutique recruitment company in the international trade, logistics and supply chain sectors. Gemma has in depth expertise recruiting a variety of roles at all levels including marketing and communications, trade finance and project and program management. She is highly proficient in working closely and consultatively with organisations to source candidates with the right skills and cultural fit to ensure long term success.



MELBOURNE

Emma Naglieri

EXECUTIVE CONSULTANT

Emma has 12 years' recruitment and human resources consulting experience, gained from leading national and international companies such as Medibank, ME Bank, PwC and Hays Recruitment. She 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.



MELBOURNE

Natalie Brooker

SENIOR CONSULTANT TEMPORARY & CONTRACT

Natalie recruits temporary and contract roles across Victoria, Tasmania and South Australia. Natalie is devoted to providing a smooth client and candidate experience and she delivers a speedy turnaround time for temp and contract positions. Prior to joining NGO Recruitment, Natalie held roles at Miller Leith and Aspect Personnel in Melbourne, recruiting for the local government and FMCG markets.



NATIONAL

Alice Judges

ASSOCIATE CONSULTANT

As NGO Recruitment's Associate Consultant, Alice supports our consultants, assisting with sourcing candidates and placing roles with a quick turnaround time. 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?



Australia's leading NFP sector specialist in executive search, recruitment and HR services with a reputation for service excellence



Almost 20 years' firsthand sector knowledge and longevity in the marketplace



Trusted recruitment team with a track record in placing over 5,000 talented professionals across Australia and Asia Pacific



Mature recruitment consultants who understand the needs of the sector and the importance of cultural fit



Extensive database of 200,000 candidates combined with the latest recruitment search technologies to source global talent

Quality assurance

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

Testimonials

"As an important partner to The Kids' Cancer Project, NGO Recruitment provides us with a timely and professional service in meeting our critical recruitment needs. As an organisation responding to change NGO have demonstrated a strong understanding of our temporary and permanent resourcing requirements and have presented well qualified and experienced candidates."

ANDREW WATSON, CHIEF FINANCIAL OFFICER, THE KIDS CANCER PROJECT

"I found our consultant at NGO Recruitment easy to talk to and really listened to my recruitment needs. NGO were very professional and quick to deliver a strong selection of potential candidates. They really care about getting it right."

SAMANTHA JACKSON, NATIONAL COMMUNITY FUNDRAISING & VOLUNTEER MANAGER, CURE BRAIN CANCER

"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

"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

"NGO Recruitment were outstanding in our recent recruitment of a CFO and COO. Thoughtful and pro-active and a great approach to guiding us through the process. I would highly recommend that other NGO's give them careful consideration when you are looking for recruitment support and assistance."

MIKE MYERS, CHIEF EXECUTIVE OFFICER, NATIONAL AFFORDABLE HOUSING CONSORTIUM

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