

Welcome to **NGO Recruitment**

Australia Asia Pacific International



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



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 the executive search and recruitment specialist for Australia's not-for-profit (NFP) sector and for international NGOs operating within Asia Pacific. Since 2004, we have connected more than 600 NFP organisations with over 5,000 talented professionals, strengthening the leadership capabilities within the sector, supporting program delivery and creating more diverse and inclusive workplaces.

What we do

We offer exclusive executive search, permanent, contract and interim recruitment solutions. Our collaborative consultants understand the unique complexities of the NFP sector and are committed to partnering with our clients at each step of the recruitment process. Our board advisory practice is also skilled at sourcing remunerated and volunteer board members with the necessary expertise to strengthen leadership capabilities and maximise service delivery outcomes.

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 values alignment underpins our executive search and recruitment success. We believe in taking a consultative approach to set you up for success. Our consultants will partner with you at each step of the search process.

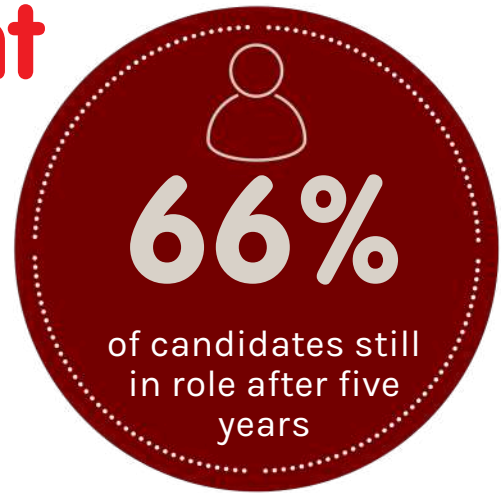
Our reach

With offices in Sydney, Melbourne, and Brisbane and a dedicated Asia Pacific desk, we will search across metropolitan and regional Australia and into the Asia Pacific. Our proven international capabilities allow us to source exceptional talent for specialist leadership 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 in numbers



Why NGO Recruitment?

Connections

Our unrivalled connections, in-depth experience and reputation for both client and candidate service excellence allow us to find and attract the right social impact leaders who will thrive within your organisation. With an extensive candidate database of over 270,000 resumes, and more than 300,000 followers on LinkedIn, you will gain exclusive visibility and access to a highly-engaged international NFP community.

NFP expertise

After 20 years, we have also gained a deep knowledge and expert understanding of what drives the NFP sector and the specific demands you face regarding accountability and transparency to clients, donors, funding bodies and other key stakeholders. We are therefore highly successful at matching the right candidate with the right organisation within this unique environment as evidenced by our 100% exclusive executive search success rate.

Cross-sector reach

Our NFP expertise means we are highly skilled at assessing and recommending ideal candidates for our clients from within the sector. But we are also highly successful at identifying and transitioning corporate and public sector professionals with transferrable skills and a fresh perspective into NFP leadership roles.

Determination

We are committed to achieving a positive, ethical outcome and are honest about the challenges we may face from the outset. 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 only stop once we do.

Service excellence

Our service excellence also underpins our longstanding relationships within the NFP sector. We often partner with our clients for the long term, and our candidates often become clients themselves. We go above and beyond in everything we do, and our can-do, results-driven approach is highly valued.

Diversity, equity, inclusion and belonging (DEIB)

We embrace equitable recruitment practices and represent candidates reflective of the diverse organisations and communities we work with. As such, our processes are free from biases regarding a candidate's gender, age, race, religion, sexual orientation and other characteristics unrelated to job performance.

International team

With a dedicated Asia Pacific desk, we work with a broad range of international NGOs and specialise in sourcing professionals from within the global NFP community. Our extensive international connections, advanced online and social media advertising strategies and remote interviewing tools allow us to shortlist the best candidates for you regardless of location.



"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

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

For the past 20 years in the not-for-profit sector
we have recruited every role at every level.

**Fundraising,
philanthropy
and partnerships**

**C-suite, executive
management
and board directors**

**Communications,
marketing and
government
relations**

**Policy, research,
campaigns and
advocacy**

**Programs and
projects**

**Frontline and field
service**

**Monitoring and
evaluation**

**People and
culture**

**Administration
and operations**

**Finance, legal and
other**



"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 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 – REFERENCES, SALARY NEGOTIATION AND FOLLOW-UP

- Conduct interview debrief and assist with final candidate selection
- Extensive reference checking and other checks (on request, NGO Recruitment will undertake additional probity checks, including criminal and working with children checks)
- Assist with offer management and transition to commencement
- 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, EX 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: Reference checks, offer and package negotiation

Week 8-12: Candidate transitions to commencement

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

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, Instagram
Sponsored posts, group
targeting



E-marketing

Email campaigns
Targeted approaches

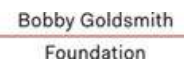
"I have no hesitations in recommending NGO Recruitment for any recruitment assignment. The team demonstrates such work ethic and integrity. Our consultant did not stop until he found the perfect policy and communications manager for our organisation."

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



Our clients

We have recruited for over 600 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 team

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 5,000 candidates in more than 600 national and international not-for-profit organisations.



NATIONAL

Louise Furlong

GENERAL MANAGER

Louise joined NGO Recruitment in 2005 and now is one of the most experienced not-for-profit sector recruitment consultants. Her extensive track record in successful NGO placements includes securing Board Directors, Chief Executive Officers, COO, CFO and executive leadership positions. As the General Manager, she closely works with our consultants and clients, and supports global operations at NGO Recruitment.



INTERNATIONAL

Lois Freeke

MANAGER, ASIA PACIFIC
& INTERNATIONAL,
OUTPLACEMENT SERVICES LEAD

With an international background and global recruitment expertise, Lois manages NGO Recruitment's Asia Pacific and international desk. Lois has more than 20 years' recruiting experience, leadership and business expertise, and is often invited to be a media resource and spokesperson on career development and non-profit recruitment topics. Lois is a conversational Mandarin Chinese speaker with two decades' in-depth Asia Pacific and international experience and has a stellar reputation built on personal integrity, reliability and professionalism.



INTERNATIONAL

Aya Long

ASSOCIATE CONSULTANT,
APAC

Aya joined NGO Recruitment in early 2024 as an associate consultant to support Lois Freeke on the Asia Pacific desk sourcing talent for international not-for-profit organisations. A bilingual English Japanese speaker with high attention to detail, Aya is strategic and analytical in her approach, helping NGO Recruitment meet the current high demand for international climate, environment and renewable energy-related professionals. She is a high achiever with a strong work ethic and a positive attitude.



SYDNEY

Hayley Martin

EXECUTIVE CONSULTANT

Recruiting has been Hayley's forte for more than 20 years. Since joining NGO Recruitment in 2021, she has filled a variety of C-suite and operational roles for non-profits. Hayley understands niche recruiting: she has a talent for determining the core requirements of specialised roles, creating enticing value propositions and exploring the right networks to engage candidates.



SYDNEY

Kelly Gentle

EXECUTIVE CONSULTANT

Bringing over 10 years' experience in recruiting to her position at NGO Recruitment, Kelly loves building lasting relationships with clients and inspire talented candidates to consider how their skills are valuable or transferrable within the non-profit sector. She has filled critical leadership and frontline roles for a variety of organisations.



MELBOURNE

Michael Hurdle

EXECUTIVE CONSULTANT



Mike re-joined NGO Recruitment in 2024. With decades of experience in talent acquisition and human resource management, Mike has developed a deep understanding of the recruitment landscape, particularly within the Melbourne NFP, charity and NGO sector. Mike works closely with boards, CEOs, and people and culture teams to help them align recruitment efforts with organisational goals.

SYDNEY

Debbie Jardine

SENIOR CONSULTANT



Debbie joined NGO Recruitment in 2017 and has more than 20 years' recruitment experience. Since starting with NGO Recruitment, Debbie has sourced more than 300 candidates from CEOs, fundraising and advocacy positions through to junior roles, both permanent and temporary/contract. She keeps a close eye on market trends and in-demand skills, and actively nurtures and vets a pool of available candidates.

NATIONAL

Alice White

RECRUITMENT RESOURCER



Alice joined NGO Recruitment as an associate consultant in 2017 and transitioned into the role of recruitment resourcer in 2024 following parental leave. For seven years, Alice has been an invaluable team player. Reliable and efficient, she is a skilled resourcer with extensive experience liaising with clients, conducting thorough candidate searches and references.

NATIONAL

Seyi Ajayi

RECRUITMENT RECOURCER



Seyi joined our team in 2024 as a recruitment resourcer with a rich mix of strategic talent acquisition, human resources and recruitment experience gained from the NFP and corporate sectors. Seyi provides invaluable support to our consultants with her efficient approach and is highly adept at conducting in-depth candidate searches via various databases and networks.

NATIONAL

Rebecca Dounis

FINANCE AND OPERATIONS
MANAGER



Since 2018, Rebecca has looked after NGO Recruitment's operations and finance function, and has more than 15 years of total experience in high-performing recruitment firms. Rebecca guides a small yet industrious team of support staff, coordinating their efforts so that back office, accounts and payroll tasks are handled in an accurate and timely fashion. She also carefully handles business transactions with clients and suppliers to maintain positive external relationships.

NATIONAL

Maria Kirsanova

MARKETING MANAGER



Since joining NGO Recruitment in 2022, Maria is focussing on branding and driving candidate engagement. With over 10 years of experience in roles with senior-level responsibility in marketing, Maria excels in developing campaigns that grow both brand awareness and candidates' application rates. Maria's approach is methodical and hands-on, and she is deeply committed to supporting recruitment consultants in their fast-paced processes.

NATIONAL

Natasha Reynolds

SENIOR ADMINISTRATOR

Natasha is NGO Recruitment's star senior administrator with over 12 years of experience. Natasha assists our consultants with all back-end tasks, finalising proposals, posting a myriad of job advertisements in Australia and internationally. As our Director of First Impressions, Natasha is responsible for all incoming inquiries from thousands of hopeful candidates.



Why NGO Recruitment?



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



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 add



Extensive database of 270,000 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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