

# Chief Executive Officer

Salary:	\$104,000 per annum (includes superannuation)
Annual leave:	4 weeks per annum
Hours:	Full time. Some additional after hours work (evenings and weekends) is required
Employment type:	Three (3) year fixed term position
Reports to:	Writers Victoria's Chairperson and Board
Responsible for:	Writers Victoria staff, volunteers and interns
Start Date:	September (or as agreed)

Writers Victoria is seeking a highly motivated, dynamic and visionary CEO to lead the organisation through the next exciting chapter, following a strong 30-year history.

As a strategic leader, you will be responsible for the overall operations of the organisation, with a focus on developing and delivering on artistic vision and business objectives. The successful applicant will have a strong record of achievement in an arts leadership role, including proven capability to develop and deliver an artistic vision, which will benefit Writer Victoria members and the broader writing community, and the ability to communicate a vision with confidence and passion to the community, staff, funding bodies, donors and sponsors. You will use your skills and previous experience working in the arts to create and deliver Writers Victoria events and programs (in collaboration with the Program Manager); to oversee business operations; and to work collaboratively with the writing community, staff, stakeholders and associated parties.

As CEO, the successful applicant will have experience leading and managing staff within a Not For Profit or arts organisation, and strong business acumen including experience in managing financial requirements and delivering on organisational strategic objectives. It is expected that the successful candidate will contribute to the development of Writers Victoria's 2021-2024 Strategic Plan.

## About Writers Victoria

Writers Victoria is all about writing.

With nearly 3,000 members, we are the largest organisation supporting Victoria's writers and literary sector.

The organisation has been a leading provider of information, resources, skills- and artform-development for our members and the broader writing community for 30 years.

Writers Victoria is the only organisation that works with writers all year round, across all styles and genres, at all stages of their development, and in all parts of the state.

We have a history of supporting writers who face barriers in the development of their writing careers, such as regional writers, writers with disability and writers from diverse cultural backgrounds.

As the peak body for writers and writing in Victoria and an established cultural institution, our services and support go beyond our membership. We build capacity within the literary industry through our sector-development and partnership work. We give voice to the diverse constituency of writers that we represent. We remove barriers to increase their participation. And we advocate on their behalf.

## Duties

### Leadership

- Provide strong, inspirational leadership to enable the business to achieve its artistic, business and strategic objectives
- Lead the members, staff, programs and services of Writers Victoria with care, innovation and creativity
- Represent and promote writing, literature and publishing at all levels of government, in the not-for-profit and business communities, and the wider public
- Advocate on issues related to writing, literature and publishing that impact members and constituents
- Consolidate existing relationships and broaden the reach of Writers Victoria through new partnerships.

### Management

- Develop a business plan which includes the vision, mission and associated deliverables of the organisation for the coming years.
- Establish and implement strategic objectives and key performance indicators (KPIs)
- Create and nurture a staff culture of harmonious working relationships, professional service delivery, inclusion and innovation.
- Maintain strong working relationships with the Board of Directors and its associated sub-committees
- Ensure the effective recruitment, management and development of staff, volunteers and interns.

### Finance

The CEO is responsible for the financial stewardship of the organisation which includes being prudent in the choice of grant applications, decisions about staff employment, salary reviews, and general expenditure. The CEO will:

- Ensure responsible fiscal control
- Oversee the preparation of annual operating and program budgets and cashflow, and interim forecasts.
- Oversee the preparation of monthly financial reports for the Board in consultation with the Treasurer and Finance Sub-Committee
- Provide timely advice to the Board on financial issues
- Secure recurrent and project funding from government funding agencies (local, state and federal), philanthropic trusts and foundations and play an active role in grant proposal development

- Initiate and implement donor, sponsorship and fundraising strategies
- Develop sustainable non-government dependant revenue streams, maximising Writers Victoria's levels of earned income, including (but not limited to) membership, literary services and business-to-business services.

## Member services

- In conjunction with the Membership team, oversee management and maintenance of membership program and associated responsibilities
- Develop the widest possible audience for Writers Victoria, championing its commitment to accessibility, diversity and inclusion, and community.

## Programs and services

- In conjunction with the Program Manager, develop programs and services that connect and support writers at all stages of their development
- Guide the curation and delivery of programs and services
- Develop and maintain best-practice community cultural development and service delivery models.

## Selection criteria

- At least five years' arts management or equivalent leadership experience, including the ability to motivate and engage staff and work effectively with a Board of Directors
- Excellent financial management skills, including budgeting, forecasting and fiscal control
- Working knowledge of relevant state and federal government policies, including philanthropic and corporate support for the arts
- Demonstrated success in attracting support from government agencies, philanthropic foundations and individual donors
- Proven excellence in building teams and developing a healthy and positive workplace culture
- Excellent communication, analytical, problem-solving, negotiation, presentation and interpersonal skills
- Ability to work collaboratively with diverse stakeholders, and to work independently when required
- An understanding and proven experience in developing programs and communications, including in a digital environment
- A strong understanding of, and involvement in, the writing and publishing sector will be an advantage.

# How to apply

Please submit the following information:

- A letter outlining how you and your experience would be a good fit for Writers Victoria (no more than 4 x A4 pages at size 12 font)
- A copy of your resume (no more than 3 x A4 pages at size 12 font).
- A brief outline of your vision for Writers Victoria (no more than 1 x A4 page at size 12 font)

Please address your application to Noé Harsel, Chair of Writers Victoria and email your application to [WritersVictoriaBoard@gmail.com](mailto:WritersVictoriaBoard@gmail.com)

Applications must be received by Writers Victoria by **10am on Friday 14 August 2020.**

To request a copy of the Writers Victoria current strategic Plan, 2019 Annual Report and/or 2019 Business Plan, or to ask any questions, please email [WritersVictoriaBoard@gmail.com](mailto:WritersVictoriaBoard@gmail.com) and a Board member will be in contact.