

**POSITION DESCRIPTION: CHIEF EXECUTIVE OFFICER**

**Hours:** Part-time (28 hours per week). Full-time or flexible hour arrangements may be negotiated with the successful candidate.

**Contract:** Two (2) year fixed term position. The first six (6) months will be a probationary period.

**Start date:** June 2023

**Location:** Canberra. This role will include remote work, but does require an active presence in the ACT region.

**Reporting:** MARION Chair and Board of Directors

**Responsible for:** MARION staff and volunteers

**Remuneration:** Pay in accordance with SCHADS level 8 pay point 1 (pro rata).

MARION is seeking an experienced, strategic and visionary Chief Executive Officer to build on and advance MARION's mission, purpose and objectives. As the leading organisation for writing in the ACT region, MARION supports and grows the innovative, diverse, and established writing sector that is a part of our vibrant arts landscape.

MARION's CEO is responsible for the overall management and operations of the organisation, with a focus on developing and delivering a strong artistic program which develops ACT writers and their work; increasing the financial stability and sustainability of the organisation; managing a small but dynamic team of professional arts workers; and ensuring our programs and advocacy serve all members of the writing community in the ACT region, including those who may face barriers to accessing our services.

## **MAIN DUTIES**

### **LEADERSHIP AND STRATEGIC PLANNING:**

- Deliver outcomes from the MARION business plan, in collaboration with the Board of Directors.
- Maintain relationships with key partners and stakeholders, including key funding bodies and government agencies.
- Build and nurture strategic partnerships that provide opportunities and networks for MARION.
- Ensure MARION is a safe, diverse and inclusive community of writers from all backgrounds and skill levels which is harassment-free and that fosters creative growth
- Champion and advocate for the best interests of writers in our region.
- Represent MARION with an active presence in the literary and arts sectors in the ACT region and beyond as well as building strong networks to the national industry.

- Be the primary spokesperson for MARION, including networking, appropriate media liaison and appearances at public events.

### **MANAGEMENT**

- Manage a team of highly dedicated creative professionals and inspire them to achieve the highest level of performance.
- Build and maintain a positive and nurturing work environment, with strict compliance to organisational policies and procedures, workplace and safety guidelines and fair work guidelines.
- Maintain a strong working relationship with the Chair and Board of Directors.
- Ensure effective recruitment and management of staff and volunteers, including conducting annual performance reviews and providing opportunities for professional development.

### **FINANCIAL**

- Ensure responsible and transparent fiscal leadership of MARION in close consultation with the Board of Directors and the Financial Subcommittee.
- Secure ongoing and project-based funding through government agencies and funding bodies (territory and federal), philanthropic trusts and appropriate sponsorship opportunities.
- Develop and oversee the implementation of donor, fundraising and sponsorship strategies, in conjunction with the Communications Manager and Marketing Manager.
- Manage and oversee the development of the annual budget, audit and grant acquittals as required.
- Provide clear and transparent monthly financial reporting to the Board of Directors.

### **MEMBERSHIP, PROGRAM AND SERVICES:**

Curate, develop and deliver a range of accessible and inclusive opportunities and pathways for creative and career development, in conjunction with the Operations Manager and Creative Producer.

- Oversee the strategic curation and delivery of a suite of services for MARION's membership base and extended community.
- Ensure all MARION initiatives promote our values of Creative Development; Community Engagement; Diversity, Accessibility and Inclusion; Integrity; and Sustainability.

### **SELECTION CRITERIA**

To be successful in this role, the successful candidate will have:

- A clear creative and professional vision for MARION.
- Demonstrated experience in governance and businesses management of a not-for-profit organisation, ideally within the arts, cultural or community sector.
- Proven financial management experience, including budgeting, forecasting and fiscal control.
- Previous success in maintaining relationships with and securing funding from key stakeholders, including government agencies, philanthropic bodies and sponsors.
- Excellent leadership and people management skills, and experience working effectively with a Board of Directors.

- A clear understanding and passion for the Australian literary sector and cultural landscape.
- Excellent project management skills and the ability to work independently, as well as in a team environment.

#### **DESIRABLE**

- Strong networks in the Australian arts and/or literary sector.
- Previous experience in a strategic media liaison role.
- Previous experience in developing successful fundraising activities.
- Appropriate tertiary qualifications, especially in finance or business.

MARION is a values-based organisation with flexible working options available for the successful candidate. MARION is an equal opportunity employer and we particularly encourage applications from First Nations Peoples, people who identify as culturally and linguistically diverse, LGBTQIA+ individuals and people who identify as having a disability or chronic illness.