

Organisation	Women in Media Australia
Organisation Type	Charity/NFP
Coverage	National
Position Title	General Manager
FT/PT	4 days
Remuneration	\$120k base pro-rata
Location	Virtual
Industry / Sector	Media / Arts
Skill Sought	General management, strategy and planning, marketing, communications, fundraising, project & event organisation
Closing Date	5 Oct 2023

JOB AD – GENERAL MANAGER, Women in Media

Women in Media exists to help women in media excel. We have 6000 members and are broadening our membership to include women in journalism, communications, production, public relations, advertising, marketing, publishing and digital media. Our initiatives aim to increase gender equality, extend leadership and economic participation opportunities for women, and build a safer, more respectful culture in Australian media workplaces.

At this important juncture as we move to represent women in all facets of media, we are looking to appoint our first General Manager to lead and manage the organisation in this next phase. This is a perfect role for a dynamic, commercial, efficient, results-oriented, purpose-led individual ready to lead a small organisation.

The role is both strategic and hands-on. The most important aspect of this role is managing our day-to-day activities. As a small not-for-profit organisation, it is critical that the General Manager is a doer as well as a thinker. Core skills include stakeholder management, events management, digital marketing and financial management. Securing corporate sponsorship, managing key relationships, overseeing processes and systems, and responsibility for member experience, are all part of the remit.

This is a four-day-a-week role with the potential to be full-time that can be based anywhere in Australia. The hours are highly flexible. You will have part-time / contract support staff to assist you at your direction.

The successful candidate will be passionate about women's leadership and have excellent event, marketing and communication skills and strong financial and organisational capabilities. Experience in the media industry is preferred but not necessary,

Reporting to the Chairs of the Board, this is a perfect position for someone ready to lead an organisation.

Responsibilities:

- Managing daily business operations
- Events management

- Securing sponsorship and fundraising
- Improving revenue
- Coordinating staff and suppliers, volunteers and board directors, committee members
- Developing and implementing growth strategies
- Creating and managing budgets / Analysing accounting and financial data
- Evaluating performance and productivity
- Generating reports and giving presentations

Selection Criteria

Ideal candidates will have the following attributes:

1. A minimum of 7 years' sales/events/marketing experience
2. Sponsorship, partnership and fundraising experience
3. Digital communications skills
4. Good knowledge of different business functions
5. Strong leadership qualities
6. Excellent communication skills
7. Proficiency in Google, Microsoft Office
8. Solid customer experience skills
9. Ability to multitask and prioritise
10. Ability to work independently
11. Self-starter with strong problem-solving skills
12. Output focussed

WiM encourages applications from Aboriginal and Torres Strait Islander peoples, people from cultural and linguistical diverse backgrounds, people with disability, LGBTIQ+ and people of all ages.

Apply

Please submit a cover letter detailing your expression of interest and your resume by October 5, 2023 to work@womeninmedia.com.au

www.womeninmedia.com.au