

## General Manager

### APPLICATION PACKAGE

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#### **A bit about Human Ventures** ([www.human.org.au](http://www.human.org.au))

Human Ventures (Human) utilises arts, community engagement, design and entrepreneurial practices to:

- address specific social, cultural and economic challenges faced by diverse, and often marginalised, communities; and,
- enable businesses and organisations to do good, better.

#### **Our Principles**

1. We value the voices of diverse and often marginalised communities and encourage their active participation in cultural production, planning, development and decision-making;
2. We harness the power of creativity and entrepreneurship as agents of community change and to redress disadvantage;
3. We develop and provide products and services for organisations who seek to do good, better; and,
4. We actively seek to enhance the social, economic, cultural and environmental benefits of our practices, programs, and services.

#### **A bit about the role of General Manager**

Reporting directly to the Board of Directors, the General Manager is an integral member of the Human Ventures Executive Team. The General Manager is responsible for overseeing and ensuring sound business and financial management of the organisation. Working in collaboration with the Creative Director, the General Manager will develop and manage strategic and operational plans and evaluation processes.

Working with the Creative Director, the General Manager will also establish, nurture and grow external and internal partnerships and communications with clients, funders, donors and staff.

Ultimately, the success of the role will be measured by the profitability and sustainability of the organisation.

#### **Specific Duties**

The General Manager has the following responsibilities and duties across the whole of the organisation:

##### ***Operations***

- Lead the growth of Human's operations in a profitable and sustainable manner through resourceful people, strategic relationships, and operating in a socially responsible manner.
- Work with the staff to review, maintain and develop operational and financial systems, technology and work practices that meet best practice standards, streamline processes and improve sustainability.

##### ***Fundraising / Granting***

Develop and implement revenue generation plans and strategies including:

- proposal and grant writing;
- corporate partnership cultivation and stewardship; and,
- donor stewardship and cultivation.

##### ***Business Development***

Develop and implement plans and strategies to:

- expand the organisation's client base;
- build stronger and lasting client relationships; and,
- support the realisation of organisational revenue targets

##### ***People***

- Provide leadership for staff that encourages a sense of collective ownership, a proactive approach to the delivery of organisational goals, and rewards initiative.
- Support people in the organisation through induction, performance plans and evaluation, supervision, team building, and identifying and supporting professional development opportunities.

- Support staff to develop ideas and opportunities that will enhance the success and sustainability of the organisation.

#### **Finance & Risk management**

- Supported by the Finance Manager, oversee and monitor the organisational budget, cash flow, forecasts and financial systems.
- Supported by the Finance Manager, ensure the accuracy, completeness, integrity and appropriate disclosure of Human's financial statements and other financial information through appropriate policies and procedures.
- Communicate with the Board in a timely and accurate manner on operational and financial matters affecting Human.
- With the Creative Director and Finance Manager, develop and implement an Annual Operating Plan including business plans, program plans, operational requirements, and budgets.
- Ensure that the correct systems are in place to identify and manage business risks.

#### **Governance**

The General Manager is expected to:

- Attend all Board meetings;
- Contribute to the compilation of a report for each Board meeting; and,
- Advise the Board on matters relating to the key responsibilities of the position.

#### **Other**

- Liaise with and assist the Creative Director and Finance Manager in relation to the conception, development and implementation of new initiatives and strategic development issues.
- As a member of the Executive Management team identify and support funding and diverse income stream opportunities to ensure the sustainability of the organisation.
- Carry out other appropriate duties and responsibilities as discussed and agreed with the Board.

#### **Organisational Structure and Reporting**

This position shall:

- Report directly to the Board of Directors
- Function as a member of the Executive Team

#### **Salary Level and Conditions**

In accordance with the Human EBA the position will:

- be appointed at a starting wage of \$70,800 per annum
- have a probationary period of 3 months
- receive Superannuation to a nominated fund of 9% in addition to ordinary time earnings
- be eligible for Salary Packaging and Incentives to supplement the starting wage

## Selection Criteria

The requirements of this position are as follows:

### Essential

- Demonstrated experience in leading and managing small to medium sized organisations or businesses.
- High level of operational and financial literacy and demonstrated experience in effective financial, organisational and human resource management.
- Demonstrated experience and skills in developing and implementing revenue generation plans and strategies.
- High level planning and problem solving skills, and the ability to work to and manage multiple and competing deadlines and priorities.
- Collaborative working style, with an ability to work with people from diverse backgrounds and in a hands-on capacity.
- High level communication (written and verbal) skills
- Ability to fulfil high level reporting requirements including writing funding and/or tender proposals
- A CCYP *Working with Children* Blue Card (or the capacity to successfully obtain a *Working With Children* Blue Card)
- Strong commitment to the principles and values of Human Ventures, and developing best practice enterprises that deliver social, cultural and environmental benefits.

### Desirable

- High level experience in managing arts & cultural and/or community organisations
- Experience in working with Aboriginal and Torres Strait Islander communities
- High level experience in grant-writing and funding proposals
- High level sponsorship and fundraising skills

## Applications must include

- Written response to selection criteria
- Curriculum Vitae
- Three referees (including contact details)

## Submitting an application

Applications can be submitted either via:

### Email

humans@human.org.au

### Post

[Marked: Private & Confidential]  
Aleem Ali, Managing & Creative Director  
Human Ventures  
GPO Box 133  
Brisbane QLD 4001

### In-person

[Marked: Private & Confidential]  
Att: Aleem Ali, Managing & Creative Director  
Human Ventures  
Level 2, 166 Ann Street  
166 Ann Street  
Brisbane

**Applications close: Friday 14<sup>th</sup> May 2010**