

Next Wave,

ABOUT THE ROLE

Title:	Chief Executive Officer/Director (Parental Leave Position)
Reporting:	Chairperson and Next Wave Board
Direct Reports:	General Manager Lead Creative Producer Lead Program Producer Communications Manager
Salary:	\$95,000 + 11% superannuation
Engagement:	1-year maximum term contract, with 4-month probationary period, commencing December 2023. This is a parental leave cover position.
Purpose:	The CEO/Director (Parental Leave Position) leads Next Wave in the delivery of long-term strategic objectives, facilitating organisational growth and the realisation of Next Wave's vision and mission. This role sets the tone for internal culture and represents Next Wave externally. Stewarding the implementation of a renewed strategic plan in the organisation's 40 th year, this year-long role has a focus on fundraising and stakeholder management to support organisational change.

THE PERSON WE ARE LOOKING FOR

From the unceded lands of the Wurundjeri Woi Wurrung people of the Eastern Kulin Nations, Next Wave is privileged to traverse the land and waterways of this continent of many nations – to share in the act of art making and culture building – grounded on justice, friendship and care. Our leadership is guided by our vision 'A World Shaped by Artists.'

Next Wave has a renewed strategy and has been undergoing deep change across the organisation. The person we are looking for is an exceptional individual with a passion for contemporary artistic practice and supporting independent artists from a diversity of lived and cultural experience, with a focus on early career artists and young people.

Stewarding the organisation at an exciting chapter of evolution, you demonstrate a cultural sensibility to work with people across a diversity of lived and cultural experience. You take responsibility for the social, cultural, political, and environmental impact of your work, and actively advocate for broad accessibility and best practice sustainability. A confident people manager who prefers to use your collaborative and inspirational management style to persuade and mentor others – bringing them along with you - you are equally comfortable taking decisive action when needed.

As Next Wave enters its 40th year, we will be celebrating our legacy and embarking on a fundraising campaign to diversify income streams and shape the organisation for the next 40 years. To lead this work, you will bring strong fundraising and stakeholder management experience and an entrepreneurial mindset.

Drawing on your analytic and problem-solving capacities, you take a systems approach to continuously optimising operations to support stability and sustainability, foster a positive and respectful workplace culture, and carefully manage Next Wave's tangible and intangible assets.

You are a proficient multi-tasker, an active learner, and someone who can respond with a combination of agility and analysis to new opportunities or unforeseen challenges.

Next Wave,

PRIORITIES FOR THE NEXT 12 MONTHS

- Lead the team through organisational change, providing stability through mentorship.
- In conjunction with Next Wave's 40 year anniversary, raise the profile of the organisation through advocacy and stakeholder engagement.
- Develop a strategy for Brunswick Mechanics and Next Wave's relationship with venue management.
- Evolve and Implement fundraising strategy to increase and diversify income.
- Foster and strengthen organisational partnerships with arts and non-arts organisations

SELECTION CRITERIA

- Ability to engage with racial justice and cultural equity frameworks, reflecting both professional and lived experience.
- Experience in a management / leadership role in an arts organisation, not-for-profit or business.
- Ability to lead a small team with diverse responsibilities.
- Demonstrated relationship management skills, including ability to liaise effectively with a range of stakeholders. This includes artists, arts organisations, funders, government agencies, donors, and philanthropic foundations.
- Experience implementing business development and/or fundraising strategies.

EXPRESSION OF INTEREST

For all enquiries, please contact Next Wave Board Chair, Amrit Gill. To submit an Expression of Interest, please email chair@nextwave.org.au by 25 September 2023 with a CV and a cover letter addressing the selection criteria and the following questions:

- What excites you about joining the Next Wave team and taking this leadership role right now?
- How did you contribute to a work culture that you have enjoyed being a part of?
- Tell us about a significant fundraising campaign you've led – can you talk to your process and what you learned from the experience?
- Tell us about a mentor / manager / leader you have had, and how that has shaped your work life.
- Is there anything you would like us to know about how you work and/or what you need to take on this role?

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KEY ACCOUNTABILITIES OF THE POSITION

The CEO/ Director is accountable for:

Direction & Strategy

- In conjunction with Next Wave's Board, steward Next Wave's strategic and business plans including vision, mission, and goals.
- Take the operational lead on establishing and implementing strategic objectives and key performance indicators (KPIs).
- Monitor and evaluate Next Wave's operational activities and ensure that KPIs are achieved and reported against annually.

Project Management & Board Reporting

- Develop strong working relationships with the Board and associated sub-committees.
- Oversee the preparation of the annual and individual program budgets for ratification by the Board.
- Present written progress reports on the delivery of Next Wave's strategic goals, identifying key issues, successes, and challenges, to the Next Wave Board.

Policy & Governance

- In consultation with Board and staff, develop and implement organisational policy.
- Manage compliance with Federal and State based legislation including risk management, occupational health and safety, the requirements of not-for-profit organisations including incorporation and fundraising, as well as other applicable laws.
- Work with key staff to design, implement and manage business and administrative systems across Next Wave programs and venue.

Fundraising, Sponsorship & Income Generation

- Lead the fundraising activities in relation to Next Wave's 40th birthday.
- Lead fundraising, sponsor development and earned income strategy and activities, including proposals and pitches for sponsors and a cultivation / stewardship program for individual donors, Trusts, and Foundations.
- Direct and provide input into funding applications for government and philanthropic support for Next Wave programs.
- Write and provide input to reports and acquittals related to fundraising and grants.
- Liaise with and maintain relationships with donors, sponsors, and funding bodies.
- Maintain high-level knowledge of Australian and international funding opportunities.

Financial Management

- In consultation with the Next Wave Board, and with the General Manager, develop the annual Financial Plan, considering procurement and utilisation of funds.
- Implement financial controls and monitor financial risks across Next Wave.
- Oversee staff to monitor budgets and reforecast on a quarterly basis.
- Prepare a quarterly report for the Finance Subcommittee comprising balance sheet, profit and loss, fundraising/grants status and cashflow statements, analysing performance against approved budgets.
- Oversee accounting and bookkeeping and payroll processes and procedures.
- Liaise with Next Wave's accountant and auditor, and coordinate the annual financial audit, and prepare required internal documents in consultation with the Bookkeeper and independent auditor.

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People Leadership

- Manage best practice recruitment, selection, contracting and onboarding of staff, establish reporting lines and organisational governance.
- Oversee payroll processes, employment, and tax obligations.
- Ensure HR compliance, including keeping up to date with changes in legislation including (but not limited to) workcover, superannuation and award rates.
- Create and provide a culturally safe and engaging environment. Drive an internal culture and people strategy that make Next Wave a great and safe place to work.
- Delegate responsibilities and establish performance plans with direct reports and regularly review their progress towards their plans.
- Support direct reports in the achievement of the objectives of their role.

Marketing, Publicity and Public Relations

- Represent Next Wave to media, the sector, and major stakeholders.
- Work with the Communications Manager on the development and execution of Next Wave's Communications strategy.

Artistic Programming

- Oversee the Lead Producers in the development and delivery of Next Wave programming that aligns with Next Wave's strategic goals.

Evaluation and Reporting

- Oversee the collation of comprehensive quantitative and qualitative data regarding Next Wave's programs for reporting to key stakeholders.
- Provide reports, forecasts, and complete acquittals for key stakeholders within assigned timeframes.
- Research, write and provide input into funding applications for Next Wave's program.