



Position Description

Position Title:	Executive Director
Reports to:	Stella Prize Board
Direct Reports:	3
Location:	Melbourne
Capacity:	Full-time

BACKGROUND

The Stella Prize is a major literary award that celebrates Australian women's writing and an organisation that champions cultural change. The prize is named after one of Australia's iconic female authors, Stella Maria Sarah 'Miles' Franklin, and was awarded for the first time in 2013.

The Stella Prize seeks to:

- recognise and celebrate Australian women writers' contribution to literature
- bring more readers to books by women and thus increase their sales
- equip young readers with the skills to question gender disparities and challenge stereotypes, and help girls find their voice
- reward one writer with a \$50,000 prize – money that buys a writer some measure of financial independence and thus time, that most undervalued yet necessary commodity for women, to focus on their writing

The Stella Prize runs events at bookshops, festivals and universities around Australia. We compile the annual [Stella Count](#), tracking the number of books by men and women reviewed in our major newspapers and literary magazines.

In 2014, we launched the [Stella Schools Program](#), which aims to inspire change and to empower students – girls and boys alike – by encouraging them to critically engage with their own reading habits and imagine a future not limited by their gender.

ROLE PURPOSE

The ED is responsible for the overall leadership and the reputational, operational and financial management of Stella, and is accountable to Stella Board. The ED will build and sustain critical relationships with key internal and external stakeholders and is responsible for developing and executing Stella's strategic plan and working with the Board to ensure the impact and ongoing sustainability of Stella.

EXECUTIVE DIRECTOR POSITION RESPONSIBILITIES

1. Strategic planning

- In consultation with Stella Board, and building on the first 6 years of Stella as well as reflecting on the current and future cultural environment around gender equality in Australia, establish the strategic direction/objectives and develop and implement strategic and operational business plans and policies to ensure financial and operational performance objectives are met.
- Continue to build the community engagement and Stella movement around the place and role of women's writing and story telling in the educational, cultural and political landscape of Australia.

2. Operational and team management

- Build organisational capability, lead a high performing team, champion the organisation's culture, and build a community of supporters around Stella's vision.
- Effectively manage operational and reputational risk and ensure Stella is fulfilling its regulatory, statutory and legal obligations.
- Manage the overall operations of Stella and monitor performance against objectives.
- Provide clear leadership and direction and act as a source of inspiration and motivation to employees, the wider team and the Stella community made up of writers, donors, publishers, educationalists, schools and readers.
- Foster a high performing, focussed and innovative culture that reflects the values of Stella.

3. External stakeholder engagement

- Collaborate, negotiate, engage and build trusted relationships across the corporate, government, philanthropic, literary, publishing, education and other cultural sectors.
- Promote and enhance Stella's reputation and brand amongst its external stakeholders and act as spokesperson at events/media functions.
- Communicate effectively with external stakeholders especially with media and policy engagement activities, drawing on your understanding of the cultural and literary landscape.
- Oversee the management of team members
- Leverage relationship-building skills to maximise capital raising activities and drive support of publishers, funders, volunteers and pro-bono providers to Stella.

4. Fundraising

- Drive capital and fundraising activities to ensure the financial sustainability of Stella.

5. Working with the Stella Board

- Support the Chair in ensuring the continued engagement and involvement of other Board members

- Assist with the identification of potential future Board members and develop an induction program
- Leverage relationships with, and networks of the Stella Board and the wider network
- Report on the progress of the organisation on all matters relevant to the delivery of responsibilities at Board meetings, including updates on general operations, presentation of management and financial accounts and exceptions, and opportunities, trends etc.

SPECIALIST REQUIREMENTS

Qualifications

- Degree qualified as a minimum

Experience, Knowledge and Skills

- ED experience preferred
- Experience in taking small organisations or ventures to scale
- Experience with Boards and governance
- Strong interpersonal and networking skills with the ability to build and manage a high-quality, women's only team and board, as well as to work with Stella stakeholders to build a strong and engaged community
- Strategic planning skills with the ability to implement an organisational vision, mission as well as the interpersonal skills to influence and build a community
- Financial planning and operational management skills
- Knowledge and some experience of the Arts and philanthropic, corporate and government sectors with the leadership ability to engage and build trusted relationships across these sectors
- Expertise in engaging with funders
- A highly-developed ability to communicate key messages succinctly and clearly, both verbally and in writing, including skills in media engagement

Key elements of fit

- Team player with a collaborative approach (not a sole player/dictator)
- High emotional intelligence
- Focus on employee empowerment (not command and control)
- Values people and their contribution
- Has integrity, is honest and ethical
- Is resilient, flexible and approachable
- Committed to engaging with and partnering with a broad community
- An ability to lead, mentor and work with the team

Personal attributes

- A genuine commitment and passion for gender equality. Diversity, women's writing, and women in the arts and Australian culture

- A modern style feminist who understands the movement and brings gravitas to Stella as part of the broader gender equality landscape
- An interest in the issues facing women writers and women's experience now and in the future
- Demonstrated capacity for creative, strategic thinking around new ideas and opportunities
- Entrepreneurial spirit with the ability to use initiative appropriately
- Self-starter who balances a results approach with the more organic nature of creative sectors
- Decisiveness and soundness of judgement
- Ability to clarify and share expectations