

Executive Director Position Description

Title: Executive Director

Reporting to: Open House Management Committee (the board of management)

Reports: Business & Program Manager, Program Coordinator

Location: Melbourne

Overview

Open House Melbourne is an independent organisation that fosters public appreciation for architecture, is a champion for good design in urban environment and a recognised leader for public engagement in the future of our cities.

Open House Melbourne produces the Open House Weekend in Melbourne and in regional Victoria, where tens of thousands of people come out to celebrate architecture and the city. Increasingly, the organisation is tackling big city topics through major public talks, tours, and debates, with over 100+ special events offered throughout the year that are designed to build a groundswell of interest in critical issues for the city's built environment.

By empowering people with knowledge around the impact of good design decisions in our built environment, Open House Melbourne aims to ensure Victoria—and its major cities - remain liveable and vibrant places now and in the future.

Open House Melbourne is registered as a charity (as Melbourne Open House Inc) with the Australian Charities and Not-for-profits Commission ABN 68295482310. The organisation is part of the Open House Worldwide Network, founded by Open House London 25 years ago and now in 40 cities around the world. The original Open House Melbourne Weekend was an initiative of the Committee for Melbourne, Future Focus Group.

The organisation has gone through a period of significant growth over the past three years, with a full-time team of three now in place and major year round programming being delivered. The incoming Executive Director will work closely with the Management Committee to define the organisation's positioning, vision and strategy beyond 2019, whilst providing leadership and oversight of all aspects of the business including stakeholder engagement and fulfilling day-to-day management, programming and funding requirements.

Profile

A respected thought leader and public advocate for the value of design in the built environment. An effective leader and team builder; goal and performance oriented; collaborative, entrepreneurial, innovative, and able to effectively engage a wide range of stakeholders and organisations throughout Victoria. They will be adept at problem solving, good business management capability and have exceptional communication and influencing skills.

Key Responsibilities

Organisational Leadership

- Provide operational leadership and have accountability for the on-time execution and successful delivery of the annual Open House Weekends in Melbourne and regional Victoria, collaborations and year round programming.
- Review, develop and deliver a robust and inspired annual program that responds to Open House Melbourne's mission and strategic vision and plan.
- Work with the Management Committee to drive the strategic agenda, develop the new strategic plan, and deliver on agreed goals and targets.

Funding and Financial Sustainability

- Review and enhance the existing funding strategy and secure required funding – with a focus on organisational capacity funding – from within government and the corporate sector.
- Develop the patrons/philanthropic giving strategy and execute in partnership with the Management Committee.
- Build and maintain strong collaborative relationships with existing funding partners and patrons.
- Review existing and develop new commercial opportunities that will provide diversified income streams for the organisation
- Ensure all reporting (annual and program-specific) and funding acquittals are completed to a high standard and on time, and effectively communicated to all relevant stakeholders.
- With oversight from the Treasurer, develop, communicate, manage, monitor and achieve the annual budget.
- Oversee bookkeeping and contribute to financial reporting (cashflow, P&L, etc.).

Organisational Profile & Partnerships

- Enhance the profile of Open House Melbourne by establishing strategic program partnerships and relationships with cultural institutions, government departments, design and architecture NGOs and organisations alike.
- Promote the organisation's purpose and goals throughout the development of all marketing and promotional opportunities, and actively engage the Victorian community through effective marketing, media, partner and stakeholder engagement.

Governance & Compliance

- Report (verbal and written) to the Management Committee at bi-monthly meetings and when required.
- Maintain appropriate governance and compliance across all areas of the business including with legislation and statutory requirements.
- Refine and manage internal work processes, policies and procedures.

People

- Effectively manage a small, dedicated team and ensure employee retention by creating a positive work environment and culture where employees, contractors and volunteers are motivated and inspired to perform at their best.
- Manage hiring, contracts, HR requirements and performance reviews of all employees.
- Manage the database of Association Members and work with the Management Committee to ensure Members are actively engaged in the organisation.
- Provide oversight to the Volunteer Council and the Business and Program Manager to ensure volunteers are actively engaged and motivated to retain their ongoing support and involvement.
- Provide oversight to the Building Council and the Business and Program Manager in the development of the Weekend (Building) Program.

To apply for this role, please send your CV and coverletter to Georgie Brice c/o Bespoke Careers.

georgie.b@bespokecareers.com

Applications close: 28th February 2020