



## International Federation of Arts Councils and Culture Agencies (IFACCA)

### Position: Executive Director

The International Federation of Arts Councils and Cultural Agencies (IFACCA) is the global network of arts councils and ministries of culture, with member organisations in over 70 countries. Founded in 2001 and based in Sydney, Australia, IFACCA provides services, information and resources, including networking, knowledge and analysis, advocacy and capacity building, to member organisations and the wider international culture sector.

With the forthcoming departure of the founding Executive Director, Sarah Gardner, we are seeking an Executive Director who will be instrumental in achieving the Federation's vision of a 'world in which arts and culture thrive and are recognised by governments and peoples for their contribution to society'. The Executive Director will deliver the Strategic Plan; lead and motivate a high performing team; build IFACCA's membership, partnerships, international profile and reputation with stakeholders; and oversee the effective financial and operational management of the organisation.

Applications are sought from successful senior leaders who can demonstrate:

- Proven leadership and management experience
- Understanding of programme and service delivery
- The ability to work effectively with a Board and knowledge of organisational governance
- Highly effective relationship management and networking skills; negotiation, advocacy and diplomacy experience; and an ability to challenge peoples' thinking in constructive ways
- Excellent financial management skills and business and fundraising acumen
- Excellent oral and written communication and presentation skills, with fluency in English; and the ability to present complex ideas in a style and at a level appropriate for a variety of audiences.

Your application for the role will be enhanced if you:

- Are fluent in more than one language
- Have proven knowledge of/expertise in the arts and culture sector, and a good knowledge of arts and cultural policy and the value of public funding
- Can demonstrate expertise in government relations, NGOs and service organisations
- Have relevant experience working internationally and in culturally diverse settings; and
- Have Australian citizenship, residence or appropriate work visa.

This is an exciting opportunity to join a creative and dynamic organisation where your contribution can be made at a global level. An attractive package including a contribution towards relocation expenses (if applicable) will be offered to the successful candidate.

Applications for the position, including a covering letter outlining your suitability for the role, a curriculum vitae and the names of two referees, should be emailed to [jobs@ifacca.org](mailto:jobs@ifacca.org). For a job description please visit [ifacca.org/en/news/2017/04/27/ifacca-seeking-new-executive-director/](http://ifacca.org/en/news/2017/04/27/ifacca-seeking-new-executive-director/). Applications close on **Tuesday 30 May 2017**.



## International Federation of Arts Councils and Cultural Agencies (IFACCA) Position Title: Executive Director

<b>Reports to:</b>	Chairman of the IFACCA Board of Directors
<b>Number of Direct Reports:</b>	Three
<b>Engagement</b>	Fixed term contract for three years with probation period
<b>Location:</b>	Sydney, Australia

### IFACCA'S PURPOSE

The International Federation of Arts Councils and Culture Agencies (IFACCA) is the global network of arts councils and ministries of culture, with member organisations in over 70 countries.

### WHAT WE DO

Our vision is a world in which arts and culture thrive and are recognised by governments and people for their contribution to society. The IFACCA secretariat provides services, information and resources, including networking, knowledge and analysis, advocacy and capacity building, to member organisations and the wider international culture sector.

### JOB PURPOSE

The Executive Director is responsible for the successful leadership and management of the Secretariat of IFACCA according to the strategic direction set by the Board of Directors. The Executive Director is the most senior executive position within IFACCA, answers directly to the IFACCA Board, and is ultimately responsible for IFACCA's performance.

### KEY RELATIONSHIPS

- The Chair and members of the IFACCA Board
- Member organisations
- IFACCA staff
- Various bodies including government representatives, regulatory bodies, international agencies and INGOs, the international cultural sector, funders and supporters, and the general public

KEY RESULT AREAS	CRITICAL TASKS	PERFORMANCE INDICATORS
Organisational Leadership	<ul style="list-style-type: none"> <li>• Participate with the Board in developing a vision and strategic plan for the organisation</li> <li>• Identify, assess, inform and advise the Board of internal and external issues that affect IFACCA</li> <li>• Foster effective working relationships between the Board and the Executive Director and between the Executive Director and staff</li> <li>• In cooperation with the Chair of the Board, act as a spokesperson for IFACCA</li> <li>• Represent IFACCA to its members, government representatives, regulatory bodies, other international agencies and INGOs, the cultural sector, funders and supporters, and the general public</li> </ul>	<p>Strategy and operational plans in place</p> <p>Chair and Board kept fully and well informed.</p> <p>Chair and Board are satisfied with their advice and service and are fully able to meet their strategic objectives and governance requirements.</p> <p>IFACCA is internationally well regarded and its global profile and reputation is enhanced.</p>
Operational Planning & Management	<ul style="list-style-type: none"> <li>• Develop an operational plan which incorporates goals and objectives that work to deliver the strategic direction of the organisation</li> <li>• Ensure that the operation of the organisation meets the expectations of its members, Board and funders</li> <li>• Oversee the efficient and effective day-to-day operations of the organisation</li> <li>• Prepare policies and projects for the approval of the Board and procedures to implement the organisational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate</li> <li>• Ensure that personnel and other contracts are securely stored and confidentiality is maintained</li> <li>• Provide support to the Board by preparing meeting agenda and supporting materials</li> </ul>	<p>IFACCA delivers on its operational targets and expected results</p> <p>Robust, effective and compliant systems, processes and organisational policies are in place.</p>
Programme Planning & Management	<ul style="list-style-type: none"> <li>• Oversee the planning, implementation and evaluation of IFACCA's programs, projects and services</li> </ul>	<p>IFACCA's programs are relevant to purpose</p>

	<ul style="list-style-type: none"> <li>• Ensure that the programs, projects and services offered by IFACCA contribute to its purpose and reflect the priorities of the Board</li> <li>• Monitor the delivery of the programs, projects and services of IFACCA to maintain or improve quality</li> </ul>	
People & Organisational Culture Leadership	<ul style="list-style-type: none"> <li>• Promoting and fostering a high performing culture that is consistent with IFACCA’s vision and purpose.</li> <li>• Determine staffing requirements for organisational management and program delivery</li> <li>• Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff</li> <li>• Establish a positive and safe work environment in accordance with appropriate legislation and regulations</li> <li>• Recruit staff that have the appropriate abilities to help further the organisation's mission</li> <li>• Ensure that employees receive an orientation to IFACCA and that appropriate training is provided</li> <li>• Implement a performance management process for all staff which includes monitoring the performance of staff on an ongoing basis, conducting an annual performance review, coaching staff as appropriate to improve performance, and disciplining or releasing staff when necessary using appropriate procedures</li> </ul>	<p>IFACCA delivers on its KPIs/goals.</p> <p>Appropriate employee statistics (e.g. health and safety measures, turnover, absenteeism, staff feedback etc).</p>
Financial Planning & Management	<ul style="list-style-type: none"> <li>• Ensure the preparation of the annual budget for approval by the Board</li> <li>• Ensure the membership fee structure is appropriate to the organisation, is communicated to members and that all necessary action is taken to ensure the payment of annual fees</li> <li>• Research new funding sources in addition to membership fees, oversee the development of fundraising plans and prepare funding proposals to</li> </ul>	<p>IFACCA meets approved financial targets through fiscally responsible actions.</p> <p>Fundraising and membership targets are achieved.</p> <p>Authorisation and expenditure is in accordance with delegation levels.</p>

	<p>increase the funds of the organisation</p> <ul style="list-style-type: none"> <li>• Participate in fundraising activities and work with the Board, members and partners to secure additional funding</li> <li>• Approve expenditures within the authority delegated by the Board</li> <li>• Ensure that sound bookkeeping and accounting procedures are followed</li> <li>• Administer the funds of the organisation according to the approved budget and monitor the cash flow of the organisation</li> <li>• Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation</li> <li>• Ensure that IFACCA's compliance with all legislation and regulations covering taxation and reporting</li> </ul>	<p>Board is kept advised of IFACCA's financial position.</p> <p>All financial and legal obligations are fully complied with.</p>
<p>Community Relations/Advocacy</p>	<ul style="list-style-type: none"> <li>• Communicate with stakeholders to keep them well informed of the work of the organisation including information related to changes in the membership and to news and projects occurring in the international cultural sector as served by IFACCA</li> <li>• Establish excellent working relationships and collaborative arrangements and partnerships with members, funders, supporters and other organisations to help achieve the goals and objectives of the organisation</li> </ul>	<p>IFACCA is regarded positively externally</p> <p>Strong external awareness of and support for IFACCA's goals and objectives.</p>
<p>Risk Management</p>	<ul style="list-style-type: none"> <li>• Identify and evaluate the risks to the organisation's people (staff, members, project participants), property, finances, goodwill, and image and implement measures to control risks</li> <li>• Ensure that the Board and the organisation carries appropriate and adequate insurance coverage and understands its terms, conditions and limitations</li> </ul>	<p>Risks identified and effectively managed</p> <p>Full compliance with internal policies, controls and delegations</p>

## **REQUIRED EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE**

### **(a) Qualifications:**

- A tertiary qualification in either business/finance, policy analysis, humanities or social sciences is essential
- A suitable post-graduate qualification in management is preferred

### **(b) Experience:**

- Senior executive leadership experience
- Experience in the arts/culture sector and in government relations or policymaking are desirable

### **(c) Skills & Knowledge:**

#### **Essential**

- Proven leadership and management experience
- Demonstrated understanding of programme and service delivery
- Proven ability to work effectively with a Board and knowledge of organisational governance
- Highly effective relationship management and networking skills; negotiation, advocacy and diplomacy experience and an ability to challenge peoples' thinking in constructive ways
- Excellent financial management skills and business and fundraising acumen
- Excellent oral and written communication and presentation skills, with fluency in English; and the ability to present complex ideas in a style and at a level appropriate for a variety of audiences.

#### **Desirable**

- Fluency in more than one language
- Proven knowledge of/expertise in the arts and culture sector, and a good knowledge of arts and cultural policy and the value of public funding
- Demonstrated expertise in government relations, NGOs and service organisations
- Have relevant experience working internationally and in culturally diverse settings; and
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