



James Martin Institute for Public Policy

ADVERTISEMENT

Executive Director | Partnerships & Engagement

A rare opportunity to join an ['independent and enduring policy institute for NSW and Australia'](#) in its start-up phase; leading, developing and delivering our strategic partnerships and external engagement with government, universities, funders and key stakeholders.

ABOUT US

The [James Martin Institute for Public Policy](#) (JMI) is an independent, non-partisan institute based in Sydney. With [strong support from our government and university partners](#), JMI is now in its second year of operations, with a strong growth trajectory over the next three years. Launched in August 2021, our mission is to bring government, academic and other experts together to develop practical solutions that address societal challenges and improve lives.

THE ROLE

Reporting to the CEO, with a focus on business development, the Executive Director Partnerships and Engagement will be responsible for growing the breadth and depth of relationships across our government and university partners, major funders and key supporters. As part of JMI's senior leadership team, you will lead the Communications and Engagement Team, with responsibility for raising the profile of JMI through external engagement, media and events, as well as deputising for the CEO as required.

ABOUT YOU

We are looking for a mission-driven, highly capable and diligent leader, with key strengths in business development and relationship building at a senior level across government, industry and philanthropic sectors. Someone with strong, existing networks across NSW would be ideal, along with some understanding of Australia's complex public policy landscape. Now is an exciting time to join the Institute in its pivotal growth phase; helping JMI to scale its capacity to have a positive impact on Australian public policy.

HOW TO APPLY

Please send the following documents to info@jmi.org.au by **5pm Sunday 11 December 2022**:

- (1) your CV;
- (2) a cover letter expressing your motivation for applying (max 1 page); and
- (3) a short statement against key Selection Criteria (max 2 pages).

Interviews will be held at the JMI Offices (60 Martin Place) on **Wednesday 14 December**.

T&Cs

Sydney CBD office, flexible terms and conditions available and a highly competitive salary for NFP sector, commensurate to experience. Feb/March start date. We are committed to meaningful equity and diversity at JMI and strongly encourage people from diverse backgrounds to apply.



James Martin Institute for Public Policy

ROLE DESCRIPTION

About Us

Independent | Non-partisan

The James Martin Institute for Public Policy ([JMI](#)) is independent and non-partisan institute with the backing of both government and university partners. Launched in August 2021, our mission is to bring government, academic and other experts together to develop practical solutions that address societal challenges and improve lives.

JMI was initially established in 2019 through a generous grant from the NSW Government in partnership with the University of Sydney, Western Sydney University, and the University of Technology Sydney. We are a public policy institute for Australia, with an initial focus on NSW.

Executive Director | Partnerships & Engagement

Highly capable | Diligent & organised | Networker

SUMMARY

Reporting to the CEO, with a focus on business development, the Executive Director Partnerships and Engagement will be responsible for growing the breadth and depth of relationships across our government and university partners, major funders and key supporters. As part of JMI's senior leadership team, you will lead the Communications and Engagement Team, with responsibility for raising the profile of JMI through external engagement, media and events, as well as deputising for the CEO as required.

KEY FUNCTIONS

I GOVERNMENT RELATIONS (30%)

- Work closely with the CEO to oversee and drive JMI government and parliamentary engagement, including key relationships with Ministers, Shadow Ministers, Heads of Government Departments and Agencies, and Parliamentarians.
- Identify and deliver on new business development opportunities for JMI projects, liaising closely with the Executive Director Research and Policy re pipeline and capacity.
- To harness existing networks held by our board members and university partners effectively.

II UNIVERSITY PARTNER RELATIONS (20%)

- Oversee JMI's approach to university member relations, including regular engagement and effective communications.
- Key liaison to University Key Contacts.
- Oversee in-kind contributions process.
- Oversee new members process.

III MAJOR FUNDERS AND KEY SUPPORTS (20%)

- Build JMI's strategic capability to generate new and consistent income with major funders and trusts, including the development of a longer-term fundraising pipeline.
- Develop a strong supporters network, including with key industry partners.
- Develop and deliver sponsorship opportunities for JMI, including for The Policymakers, Fellowships and events.

IV PROFILE RAISING – MEDIA AND EVENTS (20%)

- Lead and deliver all media engagement.
- Oversee JMI's event program, including 'hands on' role in delivery of major events.

V LEADERSHIP ROLE WITHIN JMI (10%)

- Play an active role in the leadership of the Institute, including as member of SMT.
- Develop and deliver JMI's external engagement strategy.
- Lead the Comms & Engagement Team: (1) Senior Comms & Engagement Manager; (2) Digital Media and Events Associate; and (3) ad hoc support from Institute Manager for events, comms etc.
- Oversee JMI's CRM software and information management systems.
- Work closely with the Executive Director Research and Policy to ensure highly-effective engagement, liaison and close collaboration with R&P Team.
- Deputise for CEO, as required.
- Any other task requested by the CEO, in line with your skills and experience.



James Martin Institute for Public Policy

Selection Criteria

ESSENTIAL

- Masters-level qualification or equivalent experience in a relevant role.
- At least 2 years experience in a senior external engagement, comms or chief of staff role.
- Demonstrated bipartisan and impartial approach to engaging with government and parliament.
- Proven success in growing revenue or partners in a business development capacity or equivalent.
- A detailed understanding of how state government operates.
- Proven experience building senior networks across government, industry and funders / partners.
- Exceptional written communication skills.
- Experience of overseeing major events.
- Advanced digital capabilities.

PREFERRED

- Existing government, industry and philanthropic networks in NSW would be a significant advantage.
- Existing connections to and experience with media relations.
- Prior experience of building, overseeing or improving information systems / CRMs.
- Experience in copy-editing, proof reading and/ or speech-writing would be an advantage.
- Events and/ or design experience would be valuable.
- Competence in design and digital capabilities.
- Experience in a start-up environment or SME.

PERSONAL QUALITIES

- Strong inter-personal skills and natural networker at a senior level.
- Highly organised, self-starter, and problem solver.
- Strategic thinker, but with a passion for delivery and an eye for detail.
- Someone who enjoys building programs from the ground up and can work to a deadline.
- Positive, adaptable, and highly capable.
- Can demonstrate strong professional standards of delivery and integrity.

TERMS & CONDITIONS

- Permanent, preferably full-time.
- Start date: Feb 2023 with flexibility.
- Flexible T&Cs, Sydney CBD offices (Martin Place).
- Flexible working conditions available.
- Highly competitive salary for NFP sector, plus technology allowance, superannuation and annual leave entitlement.

How to Apply

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