



James Martin Institute for Public Policy

ADVERTISEMENT

Executive Director External Affairs

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, major funders and key stakeholders.

ABOUT US

The James Martin Institute for Public Policy (JMI) is an independent, non-partisan institute based in Sydney. 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. 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.

ABOUT YOU

Reporting to the CEO, with a focus on business performance and development, the *Executive Director External Affairs* will be responsible for providing the direction and management of JMI's external engagement functions for the purpose of supporting JMI's key organisational objectives. They will be responsible for growing the breadth and depth of relationships across JMI's government and university partners, major funders, and key supporters. They will perform a critical management role within JMI's senior leadership team with responsibility for increasing revenue and raising JMI's profile through external engagement, media, and events, and deputising for the CEO as required.

The successful candidate for this role will be a highly motivated and strategic corporate manager, with excellent problem-solving skills and natural networking ability. They will be required to build programs from scratch, lead a high-performing team, work to competing deadlines and demonstrate strong professional standards of delivery and integrity.

THE ROLE

Reporting to the CEO, duties of the *Executive Director External Affairs* include but are not limited to:

- Providing day-to-day direction and management of JMI's business development and external relations activities, directing our approach to engagement and driving our capability, efficiency and scale to undertake public policy reform.
- In a fast-paced, growing organisation, assessing changing situations and respond accordingly, including the allocation of resources across the communications and engagement team.
- Working closely with the CEO and *Executive Director Research and Policy*, and wider colleagues to build effective methods of operation across a wide range of processes relating to external engagement, business development and revenue generating activities.
- Overseeing the external engagement and business development budget, including the authorisation of funding for major programs of work such as JMI's Capacity Building program at State and Commonwealth level.
- Representing JMI at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between our government, university and other external partners and stakeholders.

- Preparing and presenting concise and high-quality reports, budgets and forecasts for the JMI Board, and Finance and Audit Committee, as required.
- Selecting and managing the performance of senior staff, including Chief of Staff and Senior Communications and Engagement Manager.
- Undertaking responsibility for revenue-generating and fund-raising activity as well as media, promotion, marketing, information management systems and major events for JMI.
- Working 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.
- Identifying and delivering on new business development opportunities for JMI projects.
- Harnessing existing networks held by our board members and university partners effectively to maximise JMI's influence.
- Building JMI's strategic capability to generate new income with major funders and trusts, including the development of a longer-term sustainable fundraising pipeline.
- Developing a strong supporters' network, including with key industry partners, including sponsorship opportunities for JMI.
- Developing and delivering JMI's external engagement strategy.
- Working closely with the *Executive Director Research and Policy* to ensure highly effective engagement, liaison and close collaboration across the organisation.
- Leading JMI's approach to university member relations.

The successful candidate will have:

- At least five years' experience in a senior corporate management role with a focus on communications and external engagement, in a policy-focussed organisation or relevant sector.
- Strong academic record, including Masters-level qualification at a highly-respected university.
- Demonstrated bipartisan and impartial approach to engaging with government and parliament.
- Proven success in fundraising and growing revenue in a business development capacity or equivalent.
- Proven experience building senior networks across government, university, industry, and funders / partners.
- Exceptional communication skills including advanced digital capabilities.
- Experience of overseeing major events.
- A background in public policy or related organisations.
- Strong alignment with the values of the Institute.

Sydney CBD office, flexible terms and conditions available and a competitive salary commensurate to experience.

We are committed to meaningful equity and diversity at JMI and strongly encourage people from diverse backgrounds to apply.

HOW TO APPLY

Please send (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), to info@jmi.org.au by **5pm Friday 27 January 2023**.



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. 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 External Affairs

SUMMARY

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DUTIES

Duties include but are not limited to:

- Providing day-to-day direction and management of JMI's business development and external relations activities, directing our approach to engagement and driving our capability, efficiency and scale to undertake public policy reform.
- In a fast-paced, growing organisation, assessing changing situations and respond accordingly, including the allocation of resources across the communications and engagement team.
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- Leading JMI's approach to university member relations.

SUBORDINATE REPORTS

This is a leadership position, responsible for leading a small, high-performing team, including:

- Chief of Staff (including senior operational responsibilities)
- Senior Communications & Engagement Manager
- Digital Media & Events Associate

Selection Criteria

ESSENTIAL

- At least five years' experience in a senior corporate management role with a focus on communications and external engagement, in a policy-focussed organisation or relevant sector.
- Strong academic record, including Masters-level qualification at a highly-respected university.
- Demonstrated bipartisan and impartial approach to engaging with government and parliament.
- Proven success in fundraising and growing revenue in a business development capacity or equivalent.
- Proven experience building senior networks across government, university, industry, and funders / partners.
- Exceptional communication skills including advanced digital capabilities.
- Experience of overseeing major events.
- A background in public policy or related organisations.
- Strong alignment with the values of the Institute.

DESIRABLE

- Experience in leading media relations.
- Experience in leading a small, high-performing team.
- Experience in a start-up environment.
- Advanced design capabilities.

How to Apply

Please send your CV (max 3 pages) and cover letter, describing your motivation and addressing key Selection Criteria (max 2 pages), to info@jmi.org.au by **5pm Friday 27 January 2023**.

The James Martin Institute is committed to meaningful equity and diversity and strongly encourage people from a diverse range of backgrounds to apply.