



Partnership and Communications Manager

Position Summary

Green Music Australia (GMA) is seeking an experienced, strategic Partnerships and Communications Manager (0.8 FTE, one-year fixed-term contract; salary \$92,000 pro rata plus super) to lead our organisation's external engagement, revenue development, and public voice.

Partnerships and fundraising are the core focus of this role. The Manager will drive collaboration across the music industry, government, philanthropy, and the climate movement, securing opportunities that advance GMA's mission and strengthen our financial sustainability.

Alongside partnerships and fundraising, the role leads GMA's communications strategy, ensuring our messaging is compelling, proactive, values-aligned, and reputationally safe.

This position suits someone who is highly relational, an excellent writer, and confident managing both opportunities and risks in a fast-moving advocacy and cultural environment. You'll also bring strategic nous, balancing day-to-day delivery with a clear understanding of the bigger picture.

Key Responsibilities

1. Partnerships, Fundraising & Revenue Development (Primary Focus)

- Drive GMA's partnerships across the music, philanthropic, climate, and government sectors, cultivating trusted relationships and forging strategic collaborations that grow our impact and financial sustainability.
- Manage the full grants lifecycle, from opportunity identification and application development to funder liaison, delivery oversight, evaluation, and acquittals.
- Prepare pitches, presentations, briefing notes, and relationship materials for meetings and advocacy.
- Act as a senior representative of GMA at sector events and meetings.

2. Communications & Storytelling

- Develop and deliver GMA's communications strategy, ensuring consistent, compelling, and values-aligned messaging.
- Proactively identify positive stories, milestones, and opportunities to elevate GMA's profile.
- Manage communications-related reputational risks by identifying emerging issues early and advising on safe, strategic responses.

- Oversee the production of high-quality communications materials, including newsletters, reports, media releases, website content, and campaign collateral, providing copywriting and editing support across the organisation.
- Manage media relations and GMA's social media presence, including outreach, story pitching, interviews, reactive responses, monitoring, and digital content in collaboration with team members.

3. Organisational Strategy & Collaboration

- Support the CEO in strategic planning and sector positioning.
- Collaborate with team members on campaigns, events, and organisational initiatives.
- Undertake additional duties as directed by the CEO.

Skills & Experience

Essential

- Experience building partnerships across the music, environmental, nonprofit, or creative sectors, with strong public speaking and stakeholder engagement skills.
- Proven experience managing grants end-to-end, including submissions, funder stewardship, project delivery, reporting, and acquittals.
- Alignment with GMA's values and approach to cultural and systems change, with a solid understanding of environmental issues.
- Excellent communication and copywriting skills.
- Strong project management skills, with experience coordinating multiple priorities and deadlines.
- Experience identifying opportunities, navigating sensitivities, and managing risks.
- Strong research and analytical skills, including the ability to synthesise complex information.
- Proven ability to work independently and exercise sound judgement.

Behavioural Competencies

- Manages competing priorities while maintaining high work quality.
- High emotional intelligence and strong interpersonal skills.
- Exceptional attention to detail.
- Proactive, solutions-focused, and confident thinking on one's feet.
- Skilled at maintaining relationships and building trust.
- Able to translate strategy into tangible outcomes.

Other Requirements

All Green Music Australia staff are expected to:

- Conduct themselves in alignment with GMA's purpose and values.
- Work collaboratively and build positive relationships with colleagues and volunteers.
- From time to time, attend events or industry activities outside standard office hours.