

Chief Executive Officer

Position Description

Employment: Permanent, Full-time (or 0.8FTE for the right candidate)

Reports to: Green Music Australia Board

Location: Nation-wide, remote-work, with a preference for applicants based in proximity to staff and key stakeholders (Melbourne, Sydney and Brisbane)

Direct reports: Four, of a total team size of five

Salary range: \$120-140k + superannuation (commensurate with experience)

About us

Green Music Australia is the national organisation for music and the environment. Our mission is to assist the music industry to reduce its environmental impact while building climate leadership across the sector. We work with artists, venues, festivals, and music businesses to embed sustainability into day-to-day operations, from energy and waste management to touring practices and supply chains. We also run campaigns to mobilise musicians and music fans to act on climate.

The role

The CEO provides strategic leadership and day-to-day management of Green Music Australia, working with the Board to set direction and ensure GMA has the strategy, people, resources and systems to deliver on its mission. The CEO leads staff and culture, oversees finances and operations, builds key external relationships, represents GMA publicly, and is accountable to the Board for the organisation's overall performance. We treasure our culture of kindness, collaboration and cooperation. Our CEO will lead this by example in all that they do.

Key responsibilities

1. Strategic and program leadership

- Work with the Board to develop and implement organisational strategy, translating it into clear plans and priorities.
- Monitor progress against objectives and identify emerging risks and opportunities.
- Provide strategic oversight of GMA's programs, campaigns and major projects, ensuring they're resourced and aligned with strategy.
- Identify opportunities to strengthen GMA's impact, sustainability and capacity.

2. People and operations

- Lead and support the GMA team, fostering a healthy and effective workplace culture.

- Oversee recruitment, performance, staffing structures and workforce planning, consulting the Board on senior matters.
- Manage external consultants and contractors as required.
- Ensure GMA has the systems and admin infrastructure (technology, insurance, records) needed to operate effectively.

3. Financial management

- Hold overall responsibility for GMA's financial management and sustainability.
- Work with the Treasurer and bookkeeper on budgets, cash flow and financial controls.
- Monitor financial performance and report clearly to the Board.
- Oversee banking, insurance and financial record-keeping.

4. Fundraising and revenue

- Lead GMA's fundraising strategy across government, philanthropic, corporate and other sources.
- Build and maintain relationships with funders and donors.
- Oversee major funding proposals, agreements, reporting and acquittals.
- Support diverse, sustainable revenue streams across the organisation.

5. Governance and compliance

- Work with the Chair and Treasurer to ensure effective governance, with clear, timely Board reporting.
- Ensure GMA meets its legal, regulatory, funding and reporting obligations.
- Maintain organisational policies, procedures and risk management processes.
- Support Board renewal and oversee the AGM and annual reporting.

6. External relations and public representation

- Build and maintain strategic relationships across music, environmental, philanthropic, government and community sectors, including with musicians and artists.
- Act as GMA's senior public representative and primary media spokesperson.
- Represent GMA at industry and public events, supporting staff to increasingly take this on.
- Maintain relationships with auspice partners and other collaborators.

Key relationships

Board (particularly the Chair and Treasurer), staff team, bookkeeper and financial advisers, government and philanthropic funders, auspice and delivery partners, music and environmental sector networks, artists and musicians, consultants and contractors.

Experience and capabilities

- Experience leading an organisation, program or significant body of work, ideally in the not-for-profit, cultural or environmental sectors.
- Ability to develop strategy and translate it into practical priorities and delivery.
- Experience managing people, budgets and organisational resources.
- Strong relationship-building skills with funders, partners and diverse stakeholders.
- Confident public communicator, comfortable with media and public representation.
- Sound judgement and decision-making with limited resources; understanding of good governance and risk in a not-for-profit context.
- A willingness to travel for activities including meetings, events and program delivery is essential.
- Existing networks within music, climate and environmental sectors will be highly regarded