



Position Description: Strategic Operations & Enterprise Lead

Position title	Strategic Operations & Enterprise Lead
Employment status	Full time (.8 FTE considered)
Location	This position will primarily be based 100 Story Building in Footscray, with flexibility for hybrid or remote work. We work an average of 60% of the time in the office, taking into consideration individual, team, community and learning needs.
Hours	As required
Position reports to	CEO
Direct reports	This position works regularly with 100 Story Building core staff, and is supported by external bookkeeping and financial service providers
Salary range	\$90K per annum plus superannuation and all entitlements.
Initial Term	2 years

ROLE PURPOSE

Working closely with the CEO, the Strategic Operations & Enterprise Lead drives the operational success of 100 Story Building, a small but mighty social enterprise working at the exciting intersection of education and the arts. This role ensures we have the financial and operational strategies and resources in place that we need to realise our vision: to provide opportunities for children and young people in our community to build the literacy skills, confidence and sense of belonging that are fundamental to future success, especially those with a lived experience of disadvantage.

This position will enable 100 Story Building to create social impact through innovative business processes, commercialisation opportunities, and strategic direction of its finances and resources. It will lead the business growth of a new consultancy arm with the goal of ensuring our social enterprise work successfully contributes to our long-term sustainability, and works with the CEO to secure corporate partnerships that align with our values and vision.

This involves:

- Strategy & leadership: supporting 100 Story Building to operationalise its vision in enterprising ways.
- Operations stewardship: leading through financial management and analysis, space management, policy implementation, systems development and process improvement.



- Achievement: ensuring impact happens through project management of programs that are characterised by their quality, innovation, strategy and that maintain organisational alignment.
- Corporate partnerships & relationships: forging and growing positive and strategic connections with existing and new stakeholders.
- Business development expertise and an entrepreneurial mindset: bringing business/startup skills married to social enterprise impact to launch new products and grow our revenue.

ABOUT YOU

Some specific attributes we're looking for:

- You're strategic. You have an ability to pick priorities strategically and coherently deliver on them, and you're a boss at effective communication and reporting, strategic advice and issues management.
- You're great at solving problems. You bring strategy, innovation and solutions that work in a not-for-profit, social enterprise environment.
- You have money smarts. You understand financial models and implications. You can manage budgets, raise money and know where and why it should be spent. You can take the lead to scale up our revenue through new products and clients, expanding our markets, and securing values-aligned corporate partnerships.
- Project management is in your bones! You love to make things happen, and bring the right people along on the journey.
- You're intelligent and perceptive. Formal qualifications are not a barrier. We're looking for a mix of experience and qualifications in a relevant field, including business, management, education, arts, for-purpose, development, community management, operations, finance, or social enterprise.
- You're a great communicator and storyteller, and use these skills to help us work better internally and communicate our story with external partners and clients who can support our work.
- You have the capacity to engage with a range of people, and are particularly adept at building partnerships that can grow the business of 100 Story Building. You have high EQ, grit, and compassion, and can communicate with anyone on their level.
- And most importantly, you have heart. You expect the best and carry others through the worst. You support and help others grow. You can translate passion for equity in learning opportunities for children into action, accept responsibility for outcomes with grace, and be an example for others to admire. You must be passionate about delivering the vision of 100 Story Building to make a difference in children and young people's lives, unlock new value, and bring benefit to our communities across greater Melbourne and Victoria.



Note: If you don't meet all of the points above, but believe you would be a valuable part of our team, we still encourage you to apply. We believe that adults are no different to young people in having opportunities to learn and grow.

Flexible working arrangements are available, and candidates from underrepresented groups are encouraged to apply. At 100 Story Building, our shared values include diversity and inclusion and we strive to be a place where everyone can thrive. We are committed to creating a staff and Board community which reflects the wider community that we serve.

ABOUT 100 STORY BUILDING

100 Story Building is a social enterprise and registered non-profit organisation. We work with children and young people to develop their creativity and literacy, through workshop programs, long-term programs, projects, online learning and community engagement.

Operating since 2012, we work to create opportunities for children and young people in our community to build the literacy skills, confidence and sense of belonging that are fundamental to future success, particularly for those with a lived experience of disadvantage. Since we started, we have impacted the lives of over 40,000 students, and built a strong evidence base showing clear outcomes in literacy development, creativity, confidence and engagement in learning.

In our original very tall (or very deep?) building in Footscray, young storytellers create and write their own stories inspired by the strange creatures and peculiar happenings on the 99 levels below the trapdoor. However, like the ever-expanding creative minds of young storytellers, we are not limited by the walls of the building. We travel to classrooms, libraries, community centres, festivals across Victoria.

2023 is an especially exciting year for us as we undertake a redevelopment project to launch a new centre for creativity and literacy in Footscray.

HOW TO APPLY

Please submit your curriculum vitae and a cover letter (2 pages maximum), that details your experience and why you are right for this role.

For enquiries please contact CEO Susan Kukucka on susan@100storybuilding.org.au

Submit your application to info@100storybuilding.org.au

KEY DATES



Applications close at **5pm on Monday 30 April 2023**. Shortlisted candidates will be interviewed in early-mid May.

IMPORTANT INFORMATION

The fostering of a safe and inclusive workplace based on tolerance and community participation is the responsibility of all staff and volunteers at 100 Story Building. Appointment to 100 Story Building is subject to reference checks, a Working with Children Check and a Criminal Record Check.

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS