

# WIMBLEDON BOOKFEST

## JOB DESCRIPTION

### Executive Director (Finance & Operations)

#### **Background:**

Wimbledon BookFest, founded in 2006 is widely seen as London's leading independent book festival; well respected by the publishing industry, authors and a loyal audience of 25,000, through events and projects for the public and schools.

In recent times Wimbledon BookFest has developed several important projects that take place in addition to the annual book festival: University of Roehampton Open Day, Merton Big Read, World Book Day events and an annual Young Writers Competition.

To manage this growth, the organisation is creating a new post – executive director (finance & operations) The key function of this role is as the business lead for the organisation and the successful candidate will be accountable to the festival director/CEO in delivering the financial and operational management of the organisation.

As part of a small team, the role is wide ranging and therefore is best suited to a candidate who enjoys working collaboratively across a number of tasks.

#### **Main feature of the role:**

The role is a senior position and will be the chief business lead for the organisation. They will work with the festival director/CEO to develop the organisation's strategic and operational leadership – developing and implementing a 3-5yr business plan and to oversee the smooth running of the organisation.

## **Key Responsibilities:**

### **Strategy & Leadership**

- Work with the festival director and Board of Trustees to agree and establish the strategic direction of the organisation.
- Play a key role embedding and delivering the strategy.
- Collaborate with staff and the Board on strategic planning to build upon the festival's mission and vision.
- Lead staff in daily operations.

### **Finance & Operations**

- Lead on budgeting and financial management to ensure the sustainability of the organisation.
- Have oversight of all aspects of finance and operations, to enable the day-to-day running of the organisation.
- Work with staff and the festival director to prepare an annual budget; approve expenditures within the authority delegated by the board; ensure sound business, book keeping, and accounting procedures and provide the board with comprehensive and regular reports.
- Work with the accountant on preparing management accounts for the board and annual accounts.

### **Fundraising & Development:**

- Provide support for fundraising and income generation.
- Foster relationships with sponsors, major donors, and foundations.
- Oversee grant applications, contracts and reports.

### **HR**

- Oversee HR, recruitment and management of staff including reviews and appraisals.

### **Governance & Compliance**

- Ensure that the charity is meeting its purpose and doing so within clear governance frameworks.
- Ensure good governance and communication with the Board of Trustees.
- Have responsibility for the organisations policies and procedures to comply with legislation.
- Ensure the company has a clearly defined sustainability policy and considers the environmental and social impact of the organisation.
- Have lead responsibility for safeguarding and child protection.

### **General**

- Develop and maintain effective relationships with staff, customers, suppliers and trustees, to ensure the organisation operates efficiently at all times.
- Ensure a demonstrable commitment to equality, diversity, representation, relevance and inclusion across all the festival's activities.

## What We Are Looking For:

### Experience:

- Min 3 Years in a leadership role preferable in the publishing or cultural sector.
- Experience of financial and budget management across an organisation.
- Understanding and experience of operating as a charity – compliance and regulatory frameworks.
- A strong track record of organisational development and project management.
- Experience of managing and recruiting staff and a working knowledge of good, inclusive employment practice.
- Experience of policy and procedure development and implementation.
- Experience in fundraising (grant writing and donor engagement).
- Experience of monitoring and evaluation.

### Skills:

- A love and passion for literature and the arts and an understanding of the important role the creative industries play in a thriving society.
- A dynamic personality who can work and communicate with a variety of people and create change in a positive way.
- Excellent communication skills internally and in the public domain, with the ability to engage with, and relate to, a broad diversity of stakeholders and audiences.
- The ability to work in a small team and be flexible in tasks as required.
- A willingness to listen, learn and collaborate.
- The ability to approach the role with professionalism, integrity and confidentiality.
- Able to use IT and apply its use to innovation across the organisation.

## The Team:

We have a small staff team consisting of a festival director/CEO, festival manager, programmer, schools liaison manager and a book keeper. We work with a number of external suppliers to deliver the festival including event production, PR and digital marketing agencies.

This is full time position, but we are open to flexible ways of working.

Salary range: £50-£55k

Responsible to: festival director/CEO

Applications: [jobs@wimbledonbookfest.org](mailto:jobs@wimbledonbookfest.org)

Deadline:

Monday 18 September, 5pm

Interviewing Date:

Friday 29 September