General Manager

Creativity Australia & With One Voice Choirs

Do you have outstanding leadership and fundraising skills?

Do you long to make a difference and find real meaning and purpose?

Would you like to lead a small, inspirational charity offering hope, joy and meaning to many?

Creativity Australia is looking for an outstanding General Manager to lead the next chapter of *With One Voice*, our national network of inclusive community choirs. Across Australia, our choirs bring people from different walks of life together to sing, build friendships, improve mental health and wellbeing, and feel part of their community.

In this role, you'll lead a national arts and health charity and work alongside a passionate community of singers and musicians. You'll set a clear direction for the organisation, build relationships that sustain our work and oversee the fundraising, finances and governance that keep our choirs thriving.

If you care about what making music together can do for a community, and you bring the management and fundraising experience to turn that belief into action, we'd love to hear from you.

About Creativity Australia & *With One Voice*

Creativity Australia is celebrating 18 Years of building a happier, healthier, more inclusive nation through the life-changing *With One Voice* program. Loneliness, and the depression which accompanies it, is an increasingly urgent global issue. Statistics show that isolation leads to serious mental and physical health issues and disadvantage. Our important community building work ensures that no one is left behind.

Creativity Australia is inspiring a movement of inclusive choir communities where people belong. We do this by creating inclusive spaces which increase joy, wellbeing and social connection through singing.

Our choir programs focus on bringing people from diverse backgrounds together. We prioritise social connection over sounding perfect. Through community singing we encourage people to care for one another and solve problems locally.

Creativity Australia operates 26 *With One Voice* choirs in Victoria, New South Wales, Australian Capital Territory, South Australia, Western Australia, Tasmania and Queensland. Our welcoming community choirs unite hundreds of people aged 9 to 90, from all faiths and all walks of life: migrants, people with disabilities, job seekers, executives, seniors, students, refugees, asylum seekers and more.

Our charity was founded in 2008 by award-winning social entrepreneur and soprano Tania de Jong AM who continues to serve as our Board Chair.

Learn more about us at www.creativityaustralia.org.au and www.withonevoice.org.au.



Role details

General Manger, Creativity Australia & *With One Voice* Choirs

Hours: Permanent part-time, 3 days per week (22.8 hours or 0.6 Full Time equivalent)

Location: We are based in a co-working space at Level 4, 479 St Kilda Road, Melbourne. Our small team works mostly from the office on Tuesdays, Wednesdays and Thursdays, with the option to work flexibly, based on the team's needs. As a community organisation which brings people together, we prefer and value in-person team time as much as possible. Our ideal candidate would spend three days a week in the office with our small team, wherever possible.

Remuneration: A base salary of $100,000 plus statutory superannuation offered on a pro-rata basis of 0.6 FTE (3 days or 22.8 hours per week). As an employee of a DGR 1 status charity, you can elect to salary sacrifice up to $15,900 of your base salary each year, in line with ATO guidelines, which increases your take-home pay.

About the role

Creativity Australia is looking for an energetic, hands-on General Manager to lead our small, purpose-driven arts charity and support our national network of *With One Voice* community choirs. You'll lead the team, keep day-to-day operations running smoothly, oversee governance and drive fundraising so more people can experience the joy and connection of singing together. Building strong relationships with staff, choir leaders, volunteers, funders, donors and community partners will be central to the role.

You'll join us at an exciting point in our 18-year history. With choirs across Australia, we're building on renewed momentum through initiatives such as *Try a Choir Week*, *Sing-a-Long-a-Thon* and the *Community Choir Training Academy*. You'll help these initiatives reach more people while supporting the local communities that make our choirs thrive.

Our People and Board

You'll lead an experienced Melbourne-based team of five part-time staff working across choir programs, fundraising and partnerships, program administration, marketing and finance. Most have been with Creativity Australia for more than four years. Our national network also includes more than 25 contractors and 180 volunteers across Australia.

You'll report directly to the Board and its Chair, Creativity Australia's award-winning founder, Tania de Jong AM. The Board brings together experienced professionals who volunteer their time to govern and support the organisation.

Our Financial Position

Our direct choir operations are largely covered by membership donations. We fund our broader operations through individual giving, support from philanthropic trusts and foundations, fee-for-service income and government grants.

Creativity Australia has a base of individual donors, many of whom give regularly. The General Manager will have the opportunity to deepen these relationships, show donors what their support makes possible and grow regular giving.

Recent funding has included Creative Australia's Plus 1 matched funding in 2025, Victorian Government support through Carers Victoria, and funding from local councils, community development funds, The Hunt Family Foundation, Sisters of Charity and The Costa Foundation.

We're looking for a General Manager who brings sound financial judgement and a track record of delivering successful fundraising campaigns. You'll manage resources carefully, build lasting relationships with funders and bring staff and choirs together around fundraising that sustains our programs and helps more people experience the joy and connection of singing together.

Our Priorities and Goals

We bridge the gap between people experiencing disadvantage and those more fortunate through the neuro-scientific benefits of community singing. We build supportive networks that help people connect to brighter futures.

- **Make it easier to run a choir.** Dedicated volunteers help run our 25 *With One Voice* choirs, drawing on resources from our Head Office. We want to simplify member sign-ups, payments and choir bookings, and make our policies and processes easier to use. That gives volunteers and members more time to focus on singing and building connections.
- **Develop the next generation of choir leaders.** Through our new *Community Choir Training Academy*, we're sharing what we've learned over 18 years of running inclusive choirs. Our aim is to give aspiring leaders the skills and confidence to start and sustain community choirs across Australia.
- **Build the case for investment in creative health.** We're strengthening our relationships with singing communities across Australia so we can advocate together for governments to make creative health and wellbeing a funding priority. The General Manager will help shape this work and build partnerships that can influence change across the sector.
- **Strengthen our financial future.** We've made progress in diversifying our income and strengthening relationships with donors. The General Manager will build on that work by developing a broader mix of income, showing supporters what their giving makes possible and encouraging ongoing support for our choirs and programs.



About you

Your role

As General Manager of Creativity Australia, you'll lead the team behind *With One Voice*, our national network of inclusive community choirs. You'll build strong relationships with staff, volunteers, choir leaders and supporters while keeping the organisation financially sustainable and meeting our obligations to the Board, regulators and funders. How you lead matters. You'll help sustain the joy and sense of belonging that draw people to our choirs.

1. **Turn strategy into action.** You will work with the Board to set clear priorities and translate them into practical operating plans. Help staff, creatives and volunteers across Australia understand how their work contributes to our mission, and report regularly to the Board on progress.
2. **Lead fundraising and grow support.** You will drive fundraising campaigns, apply for grants, deepen relationships with existing donors and partners, and open conversations with prospective supporters. Help people see what their support makes possible for our choirs and communities. You will be fearless in your drive towards our mission, sparking conversations and opportunities to increase our reach and scope through new and existing supporters. Throughout our history, we have been supported by countless generous individuals, organisations and partners, and you will be excited by conversations about our next phase.
3. **Lead and support our people.** You will give our team clear direction and help staff, creatives and volunteers work well together. Make room for new ideas, keep people focused on shared priorities and handle difficult conversations with care, tact and diplomacy.
4. **Oversee finances and support good governance.** You will create and utilise budgets and financial reports to guide decisions and give the Board a clear picture of the charity's operations and financial health. Oversee ACNC reporting, coordinate audits and ensure grant reporting and acquittals are completed on time.
5. **Bring creative projects to life.** You will work with staff, creatives and volunteers to develop and deliver projects that serve our communities. You'll bring creative ideas to life, understanding how to enable agile projects in the context of a not-for-profit with finite resourcing.

Key selection criteria

1. **Commitment to our mission.** You understand how singing together can build belonging and reduce the impact of loneliness and mental illness, and you can speak about our work with warmth and conviction to colleagues, communities, funders and partners.
2. **A track record in fundraising.** You've delivered not-for-profit fundraising campaigns and applied for grants successfully, built relationships with donors and funding partners, and helped make fundraising part of the organisation's everyday work.
3. **Confident, caring people leadership.** You've led a team, set clear expectations and helped people work towards shared goals. You know how to support staff who, in turn, support a network of creatives and volunteers.

4. **Financial judgement and experience working with a Board.** You've worked closely with Directors, can communicate financial and operational information clearly, and understand the governance, compliance and reporting responsibilities of a charity.
5. **Experience making policies and processes work in practice.** You can identify where clearer policies or simpler processes would help, then work with staff, creatives and volunteers to put them into practice in ways that support their work in local communities.

Apply Today!

We'd love to hear from you!

Even if you don't meet all the criteria, we'd still love to hear from you.

To apply, please submit your CV and a cover letter addressing the key selection criteria to enya@creativityaustralia.org.au **as soon as possible,** ideally before **12pm on 30 November 2026**. We will aim to hold initial interviews in the week of 30 November, or earlier if we receive suitable applications. Applications will be reviewed as soon as they are received, so we strongly encourage you to apply early if you can.

We are looking for someone to start as soon as possible to allow for as much handover as possible, ahead of our 3 day in-person Community Choir Training Academy on 11-13 January 2027 in Melbourne, where our choir leaders from across Australia will be travelling to be together for our annual gathering.

If this role has piqued your interest, you're welcome to call or text our current General Manager, Enya Cai on 0493 740 497 for an exploratory discussion.

