



Chief Executive Women

Women leaders enabling women leaders

Program Manager CEW Scholarships Sydney CBD location

ABOUT CEW

Founded in 1985, Chief Executive Women's (CEW) shared mission is 'women leaders enabling other women leaders'.

CEW's 818 members hold senior leadership positions in 110 of Australia's largest public and private organisations, overseeing revenues of \$386 billion and more than 1.4 million employees.

We strive to educate and influence all levels of Australian business and government on the importance of gender balance. Through advocacy, targeted programs and scholarships, CEW works to remove the barriers to women's progression and ensure equal opportunity for prosperity.

CEW's members work actively to realise our vision of a community where women and men have equal economic and social choices and responsibilities.

We are a not-for-profit organisation.

PURPOSE OF THE ROLE:

The purpose of this role to manage the high profile CEW Scholarship Program; provide exceptional support to the Scholarships Committee and liaise with other key CEW teams to ensure impactful outcomes for our scholarships program. This role requires a strong interest and demonstrated ability in communications, stakeholder, project and event management.

KEY RESPONSIBILITIES:

- **Communications:** Ability to effectively engage with varying levels of key stakeholders: 1) CEW members 2) CEW scholars 3) scholarship sponsors/partners
- **Program management:** Experience leading programs with multiple components and stakeholders - including day to day task management, ability to meet deadlines, communication planning, and budget management
- **Creating partnerships:** Experience working with partner organisations to develop and deliver mutually beneficial program offering, and implement a sustainable model

INDIVIDUAL ACCOUNTABILITIES:

- Project manage CEW Scholarships program which includes design and co-ordination of annual calendar for Committee meetings, Scholarships program delivery, budget workbook and diary management.
- Support Scholarships Committee Chair & committee
- Create, upload, and distribute scholarship information using Salesforce, Survey Monkey Apply, Campaign Monitor, and Wordpress.



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- Manage scholarships online application & selection process.
- Liaise with Scholarship applicants & winners (CEW Scholars)
- Create, collect and leverage scholarship collateral.
- Longitudinal analysis & reporting: scholarship program key statistics, CEW Scholar career paths, maintenance of accurate contact details for CEW Scholars
- Stakeholder management including with educational institutions.
- Communications with key stakeholders – Connect community, CEW members, sponsors/partners.
- Deliver sponsor/ partner benefits.
- Manage CEW Scholarships annual budget.
- Find ways to continuously improve systems and processes.

KEY SKILLS AND CAPABILITIES

- Excellent computer/IT skills and affinity for systems and software, including experience working with databases and websites. Experience using Salesforce required.
- Demonstrated program management experience.
- 5 years or more administration experience
- Highly organised, able to problem solve and manage competing priorities with excellent attention to detail and accuracy.
- Excellent written and verbal communication skills
- Strong relationship and communication skills, ability to work with senior executives volunteering their time
- Team player with a willingness to be hands on in all aspects of the office environment.
- Results driven to achieve objectives with an understanding of culture and processes.
- Aligned values and passionate about CEW mission.

KEY METRICS

- Targeted applicants reach increases year on year
- Positive feedback from applicants, institutions, and market about scholarship program
- High satisfaction of Chair, Committee and CEO
- Board and CEW membership engagement with CEW Scholarship Program e.g. promotion and referral rates from membership increases
- Brand appropriate media interest in CEW Scholarship Program

Additional information about the role:

- Immediate start preferred
- Part time (3 days per week/0.6 FTE)
- Sydney CBD location – some flexibility on office/work from home days



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Qualified candidates of all backgrounds, with the right to live and work in Australia are encouraged to apply.

CEW team values:

Integrity

We live the high standards of CEW

We are honest, trustworthy and respectful

Collegiality

We work and support each other as a united successful team

We build strong relationships to provide excellent customer service

Excellence

We do our best every day and find ways to continuously improve

We are responsible and accountable for our work, in service of the greater good

Agility

We do our work with optimism, adaptability and creativity

We use our initiative to succeed