



## Executive Director

The Association of Independent Publishers (AIP) is seeking to appoint an **Executive Director** at its offices in Parktown, Johannesburg.

The AIP is southern Africa's largest industry association for small grassroots, township, and rural publications across South Africa, including both small commercial, non-profit and advocacy media.

As an industry body, affiliated to the nation's umbrella Print Media South Africa (PMSA) association, AIP focuses on issues relating to the sustainability of publishers, access to markets and resources, and other aspects of the 'business of news'. AIP members are media owners or publishers. It is not an editorial or journalist organisation.

The successful candidate will be an experienced professional, with extensive knowledge of the South African media industry. She/He must possess appropriate leadership qualities, executive management expertise, and a track-record for successful fundraising and project execution. Candidates who can demonstrate experience at high-level advocacy and policy interventions will be at an advantage.

The primary responsibilities of the Executive Director will be to:

- Conceptualise and oversee the execution of projects / campaigns / industry events
- Identify and secure funding from local and foreign stakeholders
- Monitor the policy environment and advance AIP's broad lobbying and advocacy agenda
- Manage AIP's broad network of industry and stakeholder relations
- Implement support and development services for AIP members
- Manage AIP's public and industry profiles (including strategic oversight of online platforms)
- Prepare relevant reports and strategic documents required by the AIP Board
- Oversee the drafting of AIP's annual budget and annual audit
- Manage AIP's financial affairs and present financial reports, both to the board and to donors
- Manage an office-based administrator

The following are essential competencies for the position:

- Proven ability to draft successful funding / sponsorship / partnership proposals
- Proven ability to negotiate viable funding / partnership contacts
- Excellent report writing, communication and interpersonal skills
- Excellent financial planning, project management and event management skills
- Strategic insight, and the ability to network and lobby at policy level
- Computer literacy, including spreadsheets and basic database management

Attributes of the Executive Director are:

- A principled, but diplomatic and a mature approach to managing stakeholder relations
- The ability to work under pressure and meet deadlines

- Adherence to principles of sound governance and accountability
- Passion for the principles of press freedom and civic engagement, as enshrined in the South African Constitution and the Bill of Rights

The Executive Director will report to the AIP board and its principals and will be required to function in an environment where the organisation is an affiliate of the larger industry umbrella association, Print Media South Africa. The incumbent will also formally represent the AIP on other regulatory and industry bodies.

The gross cost-to-company remuneration for this position is R300,000.00 per annum. An additional performance-based incentive bonus is offered. The successful candidate will be required to commence work immediately.

All applications must consist of a one-page covering letter as well as a detailed CV with relevant recent references. Please forward applications to [malesedid@printmedia.org.za](mailto:malesedid@printmedia.org.za) before the closing date of 5 November 2010.