MILICA MILIC

Executive Producer & Operations/Project Manager

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PROFESSIONAL SUMMARY

Project Manager and Executive Coordinator/Producer with 15+ years of experience in human rights, civil society, media, cultural sectors and art industry across the Western Balkans and the EU. Skilled in project coordination, financial reporting, operations and logistics, grant administration, fundraising support, events management. Experienced in supporting organisations working in sensitive political contexts and maintaining clear administrative and financial systems. Calm, reliable, and solutions oriented. Based in The Hague with full residency and work authorization in the Netherlands.

CORE COMPETENCIES

Project management • Executive support • Operations & administration • Financial coordination • Grant administration • Fundraising support • Events management • Leadership coordination • Calendar & workflow management • Meeting preparation • Briefing materials • Confidential documentation • Travel & logistics planning • Visa and accommodation arrangements • Cross-cultural communication & collaboration • Crisis & deadline management • Problem solving • Independent decision making • Team coordination

WORK EXPERIENCE

Movies that Matter Film and Human Rights Festival — **Guest Services Coordinator (2024–2026)** - Coordinated complex international logistics for 200+ guests, including visas, travel, accommodation, and onsite support. Strengthened cross-departmental coordination with Program, Production, and Communications teams. Supported high-pressure problem solving in a politically sensitive human-rights environment.

IDFA — **Transportation Service Producer (2022–2023)** - Oversaw transport operations for 300+ international guests, managing schedules, budgets, and stakeholder communication. Secured a sustainability partnership (e-vehicle fleet) and improved operational planning systems.
Remarker Media — **Managing Director (2019–2021)** - Led organizational operations, editorial workflows, and a team of 30+ contributors producing political and investigative content. Managed budgets, donor reporting, and partnership development with civil society and media actors.
Eastern Neighbours Film Festival — **Guest Services Manager (2017–2019)** - Managed guest logistics for 150+ international participants across multiple festival editions. Supervised volunteers and strengthened operational systems across departments.
Integration Workshop Multimedia Inclusive Center — **Executive Producer (2014–2017)** - Produced theatre and cultural projects across the region, managing budgets, grant applications, donor reporting, and multi-city touring logistics. Strengthened administrative and financial systems.
Heartefact Fund — **Executive Coordinator / Grants Program Manager (2009–2014)** - Coordinated donor-funded cultural and human-rights programs. Managed grants, budgets, compliance, HR processes, and executive support. Built partnerships with NGOs, cultural institutions, and regional stakeholders.
Youth Initiative for Human Rights (YIHR) — **Program Coordinator (2005–2008)** - Coordinated regional youth exchanges, transitional justice programs, and public campaigns. Managed logistics, stakeholder engagement, and cross-border activism networks.

ACHIEVEMENTS

Delivered multi-year donor-funded and cultural programmes with **100% compliance and zero audit findings**, strengthening financial accuracy and administrative systems across organisations.

Coordinated **large-scale international logistics for more than 300 guests per event**, ensuring seamless travel, visas, accommodation, and onsite support in complex, high-pressure environments.

Improved organisational efficiency by redesigning workflows and documentation systems, **reducing turnaround times** and enhancing cross-team coordination.

Managed organisational and project budgets with **accurate, on-time reporting**, supporting audits, donor requirements, and strategic planning.

Built and maintained partnerships with **more than 50 NGOs, cultural institutions, media, donors, and regional stakeholders**, expanding programme reach and collaboration opportunities.

Led and supervised diverse teams of staff, volunteers, and contributors (100 people organizations), improving service delivery, communication, and overall programme execution.

EDUCATION

University of Belgrade — Faculty of Philosophy / Anthropology & Ethnology (2003–2008)

LANGUAGES

English (professional), Serbian/Bosnian/Croatian (native)

ADDITIONAL STRENGTHS

Calm under pressure • Independent & proactive • Reliable • Cultural awareness • Hands on problem solving • High attention to detail • Anticipatory thinking • Precision & detail orientation • Excellent interpersonal communication • Mission driven mindset • Fast learner in new sectors

ABOUT ME

Throughout my career, I've taken pride in being the person who ensures complex operations run smoothly - bringing a balance of strategic coordination, logistical precision, and intercultural awareness. I'm passionate about socially engaging theatre and film, human rights activism and justice. I'm a die-hard Partizan basketball club fan.

I have lived in the Netherlands since 2017 with my husband (computer guy who believes he has a great sense of humour) and a teenage daughter Sofija (talented young artist with whom I have long talks about feminism, politics and the queer community).