

POSITION DESCRIPTION

ARTS PROJECT AUSTRALIA

POSITION TITLE	Development Manager
POSITION TERMS	0.5 EFT (half time) – flexible days
EBA CLASSIFICATION	n/a
LOCATION	24 High Street Northcote, Victoria, on the lands of the Wurundjeri (or other locations for special events as directed from time to time)
REPORTS TO	Executive Director
STAFF SUPERVISED	N/A
BUDGET RESPONSIBILITY	N/A
SALARY RANGE	\$80-\$90k per annum (pro rata). Salary packaging available

Date reviewed: 21/09/2021

POSITION PURPOSE

The Development Manager is a significant, new role supporting the next phase of development and growth for Arts Project Australia (APA). APA is establishing a Foundation in 2022 to help drive a robust annual giving program, in addition to securing major gifts and bequests.

Within a team of 27 staff, this role will work closely with the Executive Director and the APA Foundation Board to design, implement and drive strategic fundraising and a range of engagement and development initiatives to enhance APA's growth and impact.

ABOUT ARTS PROJECT AUSTRALIA

We are a creative social enterprise supporting artists with intellectual disabilities, promoting their work and advocating for their inclusion in contemporary art practice. Established in 1974, we work with more than 150 emerging, mid-career and established artists, encouraging meaningful artistic exchange in studio-based and online programs that are staffed by practising artists. We believe in art as it should be. Original. Unapologetic. True. And joyful in the making.

Our exhibition program promotes artists' work locally, nationally and internationally across a variety of exhibiting contexts including public institutions and commercial galleries, and in our Collingwood gallery.

Arts Project Australia is an inclusive employer that values diverse perspectives, abilities and lived experiences. We aim to provide a positive, safe and supportive workplace free from barriers and discrimination.

www.artsproject.org.au

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ARTS PROJECT STAKEHOLDERS

Internal: Artists living with intellectual disability, their families and carers, staff, volunteers, members, board members and students.

External: The contemporary arts sector, donors and potential donors, philanthropic bodies, corporate partners and potential corporate partners, disability service providers, peer studios, customers, contractors and suppliers.

POSITION RESPONSIBILITIES

FOCUS	RESPONSIBILITY	FREQUENCY
Culture & Leadership	<ul style="list-style-type: none">Interact with artists in a positive and rewarding way which promotes their health and wellbeing	Ongoing
	<ul style="list-style-type: none">Demonstrate Arts Project's vision, values, principles and practices to stakeholders	Ongoing
	<ul style="list-style-type: none">Treat artists with respect and dignity and help ensure that their artwork is valued and respected	Ongoing
	<ul style="list-style-type: none">Prioritise a duty of care to artists	Ongoing
	<ul style="list-style-type: none">Enhance Arts Project's profile and opportunities for networks in the sector	As required
	<ul style="list-style-type: none">Promptly address and satisfactorily manage any grievances and conflicts	As required
Fundraising & Development	<ul style="list-style-type: none">Develop and implement a strategic fundraising plan, key performance indicators, financial goals, associated operational plans and budgets in consultation with the ED and the APA Foundation Board	Ongoing
	<ul style="list-style-type: none">Develop and implement an effective portfolio of fundraising programs and campaigns which may include major donors, regular donors, bequests, annual appeals, direct mail, web-based, social media and special events	Ongoing
	<ul style="list-style-type: none">Implement best practice and maintain a breadth of knowledge about current trends in fundraising, emerging issues and opportunities to inform fundraising strategies	Ongoing
	<ul style="list-style-type: none">Develop policies and procedures to strengthen ethical and donor-centric fundraising practice in line with current industry best practice and ensure all legal and governance compliance	Ongoing
	<ul style="list-style-type: none">Develop and implement a bequests strategy	Ongoing
	<ul style="list-style-type: none">Develop and maintain relationships with philanthropic trusts and foundations	Ongoing
	<ul style="list-style-type: none">Lead, engage and collaborate with relevant staff, Managers, and ED on strategic fundraising & development initiatives/projects	Ongoing
	<ul style="list-style-type: none">Develop a comprehensive understanding of APA's people and purpose and advancement objectives to represent the organisation in an engaging and inclusive manner	Ongoing

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	<ul style="list-style-type: none"> • Manage and maintain productive relationships including stewarding donors, sponsors and potential financial supporters 	Ongoing
	<ul style="list-style-type: none"> • Manage donor data, measure and report outcomes of fundraising activities, trends, projections etc. on Salesforce CRM 	Ongoing
	<ul style="list-style-type: none"> • Identify opportunities to enhance current donor satisfaction and grow APA's donor base including potential donor identification, segmentation and profiling etc. 	As required
	<ul style="list-style-type: none"> • Lead the production and writing of fundraising collateral in coordination with the Gallery Administrator–Marketing, ED and external agencies as relevant 	As required
	<ul style="list-style-type: none"> • Support Board members' fundraising activities 	Ongoing
	<ul style="list-style-type: none"> • Represent APA and engage with key stakeholders at key functions and events (exhibition launches, conferences etc.) 	Ongoing
	<ul style="list-style-type: none"> • Manage fundraising, development events and maintain integrity of the APA brand 	Ongoing
	<ul style="list-style-type: none"> • Identify and continually employ best practice digital fundraising strategies and tools for donor acquisition and retention 	Ongoing
	<ul style="list-style-type: none"> • Collaborate with the Gallery Administrator - Marketing to ensure consistency of style across external communications to all APA audiences 	Ongoing
	<ul style="list-style-type: none"> • Undertake daily tasks and priorities in a timely/efficient manner 	Ongoing
Financial Management	<ul style="list-style-type: none"> • Develop and manage the Fundraising & Development budget and track expenditure 	Ongoing
	<ul style="list-style-type: none"> • Develop and report on fundraising goals and targets, analysing gifting history/trends etc. 	Ongoing
	<ul style="list-style-type: none"> • Ensure an acceptable ROI across philanthropy and partnership programs 	As required
Sustainable Organisation	<ul style="list-style-type: none"> • Actively promote a safe, healthy and environmentally sustainable workplace and public environment 	Ongoing
	<ul style="list-style-type: none"> • Promote and encourage sustainable practices and activities 	Ongoing
	<ul style="list-style-type: none"> • Undertake other duties as directed by the Executive Director 	As required
	<ul style="list-style-type: none"> • Actively practice and promote positive Occupational Health and Safety (OHS) 	Ongoing
	<ul style="list-style-type: none"> • Comply with all relevant statutory and organisational policies and procedures, including funding body requirements 	As required
Continuous Improvement	<ul style="list-style-type: none"> • Actively engage in continuous improvement 	As required
	<ul style="list-style-type: none"> • Ensure artists and visitors comply with all Arts Project policies, practices, procedures 	Ongoing

Key Selection Criteria

Essential skills/requirements

- Highly motivated to achieve positive outcomes for artists with intellectual disabilities.
- Demonstrated ability to develop strategic and operational fundraising plans and budgets for effective engagement with the philanthropic community, including setting KPIs and meeting organisational strategic objectives.
- Demonstrated fundraising experience including via major gifts, regular giving, event fundraising and online fundraising and success in driving and sustaining a steep change in an organisation's fundraising performance.
- Demonstrated ability to develop donor stewardship activities and initiatives that engage donors in the work of the organisation to retain, attract and grow donor base.
- Demonstrated experience in creating and developing strong relationships with donors at all levels.
- Experience in developing and managing philanthropy and development budgets.
- Superior interpersonal, verbal and written communication skills and proven success in building rapport with a wide variety of stakeholders (donors, partners, community, business leaders and government representatives etc.).
- Demonstrable skills in leadership, including problem-solving, analytical and decision-making abilities as well as the ability to work under pressure and to deadlines.
- Extensive experience using a CRM system (like Salesforce) and managing donor segmentation, prospect research, data analysis etc.
- Ability to identify strategic opportunities and act with initiative.
- Formal qualifications in a relevant discipline including marketing, communications, business, arts management or other relevant area.

Desirable skills

- Experience working with people with disabilities.
- Experience working for a not for profit, community organisation.
- An understanding of the supported studio environment.

Successful applicants will require a:

- Current driver's license.
- Current Working with Children Check.
- NDIS Workers Screen Check (clearance on the disability workers exclusion scheme database).

Note: COVID-19 vaccination is preferred.

Arts Project Australia respectfully acknowledges the Wurundjeri people of the Kulin Nation, the traditional custodians of the land on which we meet, exhibit and create art.

Application details

Please forward any questions in relation to this role to sue.roff@artsproject.org.au or call +61 9482 4484.

Applications addressing the key selection criteria, your resume and a cover letter should be sent to sue.roff@artsproject.org.au by 11.59 Friday 22 October 2021.