

Philanthropy Manager

Background Information

About ACCA

ACCA is Melbourne's premier venue for international and local contemporary visual art. It delivers five annual exhibition seasons, along with innovative education programs for schools and associated public talks and artists' workshops.

Designed by Melbourne based architects, Wood Marsh, ACCA's distinctive steel building opened its doors to the public in October 2002. Since its inauguration it has received popular and critical acclaim nationally and internationally and attracted a loyal and growing audience.

ACCA presents the work of living Australian and international artists and does not acquire artworks. The gallery's key focus is commissioning new work at a high level. It works with some of the world's best artists and has developed a reputation as a launch pad onto the international scene of outstanding young Australian artists.

ACCA is free to the public and open seven days. Its visitor numbers continue to grow every year and it actively seeks out new audiences through a range of public programs. Over 15,000 students and teachers access ACCA's education programs every year. ACCA's Public programs include a range of stimulating artist lectures and talks, guest lectures and ancillary programs designed to inspire and engage the general public with contemporary art and ideas.

ACCA receives 45% of its annual operating budget from government funding with the remaining funds raised through grants, donations, trusts, earned income and corporate support. ACCA employs a core team of around 20 staff and is governed by a board of directors.

ACCA's Philanthropic programs

Philanthropy is a growing area within ACCA's operations, generating increased levels of support for ACCA's artistic programs through philanthropic trusts and foundations and donations. Less than 50% of ACCA's income comes from recurrent government funding, and private support makes up a large proportion of the remainder.

ACCA has a strong track record in raising revenue from the private sector, establishing several long term relationships with corporate and philanthropic partners over recent years, and attracting a loyal and growing donor base.

ACCA's donors includes both individuals and organizations. Donation levels have grown substantially over the past two years with a high return rate and many new donors each year.

ACCA receives grants and donations from a number of Philanthropic Trusts and Foundations for particular programs and activities. These include some long term partners supporting recurrent educational activities and annual exhibitions at a high level. ACCA also applies for many smaller one off grants for new programs as they arise.

A range of events are hosted by ACCA throughout the year for its supporters. These include VIP events and launches, fundraisers including an annual interstate or overseas art tour, and tailored dinners and special events.

The Post

The successful applicant will be an experienced fundraiser, with at least 2 years working in an equivalent environment. You have a genuine love for the arts and a strong motivation to encourage philanthropy amongst private donors and philanthropic organizations. You are an exceptional communicator with a warm professional manner and high level negotiation and presentation skills. You are an experienced grant writer with excellent writing skills. You have a strong work ethic, strategic skills and attention to detail.

Ideally you have already worked in a smaller gallery, festival or arts organization and are looking for your next challenge in a more ambitious environment. Or you have worked in an entry level post in a development department of a larger organisation where you have learnt the ropes, and now want to step up to a more responsible role where you can make a real difference.

The Professional Context

ACCA has a lean, committed and multi-skilled core staff team working across the areas of exhibitions, education, administration, development and visitor services. The organization is managed by the Executive Director alongside the Artistic Director who oversees artistic programming. ACCA also engages a team of casual & contract staff who work as invigilators, crew and weekend front of house and a large pool of volunteers who assist with front of house and reception duties, events, mailouts and other administrative and installation tasks.

ACCA's active and distinguished Board of Directors is chaired by eminent businesswoman and philanthropist, Naomi Milgrom AO.

The Philanthropy Manager will report directly to the Executive Director. The position is part of a Development team of three, working alongside an Events Coordinator and a Corporate Partnerships Manager. The responsibilities associated with the post are outlined in further detail in the Position Description.

The Philanthropy Manager works closely with all members of the ACCA staff.

For further information call Executive Director, Kay Campbell on 03 9697 9999 or visit ACCA's website: [www: accaonline.org.au](http://www.accaonline.org.au)

Applications should be emailed to: **astuart@accaonline.org.au**

Applications should consist of a brief covering letter **addressing the selection criteria** along with a recent Curriculum Vitae.

Applications should be sent by email. No responsibility can be taken for applications not addressed as designated above.

Additional printed material may be sent at your discretion, but we cannot guarantee that it will be returned to you. Please note that no late applications will be accepted.

Closing date: 9am Tuesday 9th March 2010