

AUSTRALIAN CENTRE FOR CONTEMPORARY ART

POSITION DESCRIPTION

Title: Philanthropy Manager

Contract: One year, renewable

Responsible to: Executive Director

POSITION PURPOSE:

Develop and execute, in consultation with the Executive Director, a development plan to secure support for ACCA's programs from individual donors and philanthropic trusts and foundations. Actively cultivate, negotiate, secure and service new foundation grants and private gifts to achieve fundraising targets.

RESPONSIBILITIES:

Strategic Development

- In consultation with the Executive Director and the Corporate Partnerships Manager, generate an integrated strategic development plan to optimise fundraising support for ACCA's artistic objectives
- Achieve, or better, fundraising targets as agreed with the Executive Director for the budget each year
- Undertake ongoing reviews of the strategic direction, programs and methodology of fundraising strategies to vigorously support the artistic goals of ACCA.

Donors Program

- In consultation with the Executive Director and Development Committee set donations targets and implement strategies to achieve them.
- Identify potential new private donors and develop strategies to engage them.
- Ensure that relationships between ACCA and its patrons are monitored, nurtured and serviced to a high standard
- Review ACCA's support programs on a regular basis with regard to all relevant legislation and cost benefit to ACCA.

Trusts, Foundations and Government Grants

- Identify appropriate private and corporate Trusts and Foundations to support ACCA's programs and develop ACCA's relationship with them.
- Maintain up to date lists, deadline schedules, guidelines and other documentation relating to potential Trust and Foundation supporters
- Prepare high quality submissions for support, in consultation with appropriate ACCA staff
- Maintain grant records and follow up correspondence, including reports and acquittals
- Ensure that relationships with Philanthropic partners are monitored and properly serviced and acknowledged.
- As required, prepare grant applications to government agencies to support specific ACCA projects

Hospitality and Events

- Work with the Events and Venue Hire Coordinator to develop tailored events for ACCA supporters
- Liaise with the Events and Venue Hire Coordinator to produce invitation lists of ACCA supporters.
- Attend ACCA events and other functions as appropriate to represent ACCA , meet and greet ACCA patrons and nurture potential supporters.
- Maintain records of supporter attendance at ACCA events

Administration & Finance

- Oversee the administration of thorough and up to date files, and records relating to individual donors and trust and foundations
- In conjunction with the Executive Director, establish and maintain annual expenditure budgets.
- Contribute to the maintenance of ACCA's database, ensuring all contact details for supporters remain current and relevant
- Prepare Board and Development Committee reports and papers as required, and attend Development Committee meetings.

KEY SELECTION CRITERIA

Professional Competencies:

- Sound knowledge of the philanthropic landscape in Victoria and Australia
- Proven track record achieving fundraising targets
- Demonstrated ability to motivate and service private patrons and engender philanthropy as a source of fundraising and loyalty
- Sound financial management skills

Personal Attributes

- A warm professional manner, with high level negotiation and presentation skills
- Excellent contacts, knowledge and networks
- Ability to produce high quality written material
- Consultative – a team player
- Organised and thorough with strong attention to detail
- Enthusiasm for the arts, particularly the contemporary visual arts
- Ability to set priorities, meet deadlines and work cooperatively with minimal supervision
- Articulate, clear and direct communicator