

POSITION DESCRIPTION

Position title: **Development Manager**

Reports to: Chief Executive Officer

Roles reporting to this one: Nil

ABOUT BUNDANON

Bundanon is undergoing a significant transformation, with the construction of a new art museum, education facilities and associated accommodation and café/dining to support a wide range of cultural, tourist and commercial customers. The Development Manager will be an integral part of the senior management team contributing to Bundanon's vision to be a significant cultural destination nationally and internationally. Further information on Bundanon's expansion can be found at <https://www.bundanon.com.au/art-museum-build/>.

Bundanon is a unique national and international arts and education organisation situated in regional Australia. Home to a valuable \$46M art collection, bequeathed by artist Arthur Boyd, and augmented by a significant contemporary art collection, the organisation creates residential learning programs for students of all ages and operates Australia's largest artist in residence program. Our distinctive public programs bring audiences together with leading artists from all fields, scientists, and local voices. More detail on the history of Bundanon, its vision and program, can be found here: www.bundanon.com.au.

THE POSITION

With a focus on Philanthropy and working with the Board and CEO, the Development Manager will drive the fundraising campaign for the new infrastructure development at Bundanon and the Trust's ambitious artistic program going forward.

This full-time role will assist in the establishment and maintenance of key relationships across a range of stakeholders, supporting Bundanon's programs for philanthropic, corporate, and individual giving and identifying and attracting resources from all sectors to grow the Trust's activities and profile.

It is anticipated that the position holder will be based at Illaroo in the Shoalhaven, however some travel will be required to engage with stakeholders. Working conditions are as per the Australian Government Industry Award (2016) but this is not an APS position. A fixed term contract will be negotiated with the successful applicant.

OVERALL RESPONSIBILITIES

- Develop effective fundraising campaigns
- Build a strong philanthropy program
- Maintain effective stakeholder management strategies.
- Secure partnerships and corporate sponsors.
- Deliver relevant reports, monitor budgets, and maintain records.

SELECTION CRITERIA

Essential

- Experience in seeking and securing private funding including growing and maintaining a database to enhance and grow fundraising
- Ability to design and deliver fundraising events
- Excellent inter-personal and communication skills including the ability to work effectively with other members of the Bundanon management team and Board
- Research, reporting and evaluation skills
- Ability to work independently and in complex environments
- Tertiary qualifications and/or extensive job-related experience
- Flexible attitude to responsibilities and working hours
- Up to date knowledge of relevant computer software systems e.g., Office 365, CRM. The Trust is implementing Ungerboek as its platform.
- Knowledge of OH&S, Equal Opportunity, and other related legislation

Desirable

- Understanding of working within a government environment

DUTIES

1. Fundraising

- Develop and deliver fundraising strategies for the company's identified giving programs, including EOFY campaigns, targeted programs, capital funding and on-going revenue requirements.
- Set funding targets and milestones for delivery.
- Create effective tools to support campaigns and the necessary follow-up documentation to secure commitments.
- Plan and deliver programs (including events) in support of Bundanon's development strategies
- Nurture key relationships with existing and potential sources of gifts, bequests and sponsorship and undertake face-to-face advocacy and negotiations.

2. Philanthropy

- Manage Bundanon's benefaction programs and serve as a key contact for individual giving (including trusts, bequests, and foundations).
- Increase the value of current customers and attract new benefactors.
- Develop a communication strategy to ensure that donors and other supporters are informed and acknowledged and that their relationship with the Trust is appropriately nurtured
- Maintain detailed and up-to-date records in the CRM relating to Bundanon's sources of private funding.

3. Sponsors, Partners and Government Funding

- Research sponsorship, partnership and funding opportunities which may contribute to Bundanon's growth and consolidation
- Develop strategies which secure corporate sponsorship and in-kind support
- Ensure that the programs are deliverable and sustainable.

- Develop quotes and proposals for potential and existing customers and ensure documentation is appropriate and compliant.
- 4. Stakeholder Management**
- Establish and maintain relationships with relevant internal and external stakeholders and, where appropriate, serve as a key contact
 - Conduct donor research and analysis and develop strategies to better understand/engage potential and dormant donors
 - Represent the Trust and advocate for Bundanon in appropriate forums
 - Develop and disseminate communication tools aimed at building support for Bundanon
 - Utilise Bundanon’s CRM/database to ensure up to date information is captured and shared appropriately and to ensure that relationships are acknowledged
- 5. Communication and reporting**
- Produce (write, oversee design/production/distribution) Bundanon’s major fundraising collateral including cases for support, impact documents, direct mail, brochures etc.
 - Develop reports for the CEO, Board, and others to articulate Bundanon programs and their effectiveness.
 - Develop income targets and monitor budgets within an agreed framework
 - Ensure that funds are handled in accordance with the relevant legal guidelines and with the relevant tax provisions
 - Acquit funding as required.
- 6. Other duties as required.**

Under the Anti-Discrimination Act 1977 (NSW), it is unlawful for any employer, to discriminate against an employee or role applicant because of characteristics such as sex, marital status, pregnancy, race, age, religion, family responsibilities, physical and or intellectual disability, political beliefs, homosexuality, or gender identification. The Trust is committed to ensuring that our working environment is free from discrimination and harassment. Discrimination and harassment will not be tolerated under any circumstances and disciplinary action will be taken against any employee (or contractor) who breaches the policy.

It is a requirement of employment that the successful candidate holds or obtains a Working with Children and National Police Check. A first-class driver’s license is also essential.

To discuss the role, please contact Deborah Ely, CEO:

Deborah.ely@bundanon.com.au

02 4422 2100

To apply, please submit the following:

To apply, please send a cover letter, a statement against the selection criteria listed above and a full CV including the names of three referees (referees will only be contacted after clearance with the applicant) to:

Atul Joshi, Manager Corporate Services

atul@bundanon.com.au

or via post to Bundanon, PO Box 3343, North Nowra, NSW 2541, Australia

by 5pm, Monday 16 August (or be postmarked 16 August if sending by post).