



Director, Philanthropy

Position Description

The Business Unit - Development

Arts Centre Melbourne was established in 1979 with a singular and powerful remit: To enrich the lives of Victorians, culturally, educationally, socially and economically.

The Arts Centre Melbourne program is made possible by a combination of state, federal and local government funding, self-generated income, philanthropy and corporate partnerships. The Development Team is responsible for cultivating strong relationships that lead to financial investment and support the organisation's wide-ranging cultural, education, access, commissioning, wellbeing, and collection programs.

The desire is to grow philanthropic, partnership and government contributions to further extend this reach and impact.

Corporate partnerships: Arts Centre Melbourne has a reputation as an innovative and trusted partner. Our partners align with our values and help amplify our impact through collaborative initiatives and goals, bringing valuable experience, expertise and networks that help expand our reach.

Government support: Support from all levels of government nationally and internationally ensure that Arts Centre Melbourne can deliver on its cultural and educational mission and ensure that community needs are met by fostering access to the arts, and enabling initiatives that focus on diversity, social equity and inclusion of all Victorians.

Philanthropy: Arts Centre Melbourne has a strong legacy of philanthropy. Two of our most significant programs were funded by and named after their benefactors – The Betty Amsden Participation Program and The Kenneth Myer Asian Theatre Series (now Asia TOPA).

The current philanthropic program covers the following areas:

- Major Giving (Major Donors (\$10k+), Bequests, President's Club and Capital Campaign)
- Fundraising Campaigns
- Trusts and Foundations and Private Ancillary Funds

All philanthropic money raised is directed to the following areas:

- Access and inclusion – breaking down barriers to the performing arts across diversity, distance, disability, and disadvantage.
- Education and creative learning – inspiring and training the next generation of creatives and industry workers.
- Commissions – supporting new works, bold ideas, and extraordinary talent.
- Collections – preserving Australia's cultural heritage and telling our stories.

Philanthropic giving is also a key part of realising the ambitions of Reimagining Arts Centre Melbourne as part of the broader Melbourne Arts Precinct redevelopment. A successful philanthropic Capital Campaign (Imagine Anew) will be critical to raising vital funding to make this vision a reality.

The Position

The Director, Philanthropy is a key strategic leader and fundraiser responsible for shaping and advancing Art Centre Melbourne's philanthropic vision through the development and implementation of cross-organisational strategies and plans that foster a thriving culture of philanthropy throughout the organisation.

The position leads the acceleration of philanthropic revenue growth and growth of our donor base through Major, Mid and Entry-level Giving, Trusts & Foundations, Corporate Philanthropy and Bequests, while securing transformational Capital Campaign gifts.

The Director, Philanthropy plays a critical role leading the cultivation and solicitation of some of Arts Centre Melbourne's most significant donors and prospective donors, primarily those capable of making principal gifts, i.e. over \$1m, to maximise the philanthropic income for the advancement of the organisation's priorities and ambitions, in particular the Capital Campaign.

Working collaboratively across departments, the position drives initiatives that elevate public awareness of and generate positive sentiment towards Arts Centre Melbourne’s core values and strategic priorities. They leverage Arts Centre Melbourne’s charitable status through sophisticated brand positioning, compelling storytelling and targeted stakeholder engagement, ensuring Arts Centre Melbourne remains an attractive destination for philanthropy.

The position works closely with the Executive Director, Development to enable the CEO, the Trust, Arts Centre Melbourne Foundation Board, and Capital Campaign Chair to fulfil their respective mandates with respect to Philanthropy and the Capital Campaign.

This position demands exceptional strategic thinking, relationship-building capabilities and a profound commitment to the arts.

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| Type | Full Time |
| Reports to | Executive Director, Development |
| Direct Reports | Manager, Major Giving Manager, Philanthropy Partnerships Head of Fundraising & Membership Coordinator, Capital Campaign |
| Salary/Hourly Rate | ACM Enterprise Agreement 2022 Band 6.0.14 |
| Key Relationships | <i>Internal:</i> Chief Executive and Executive team; Manager, Strategic Partnerships; Head of Development Operations; Program Owners; Marketing; Strategic Communications <i>External:</i> Trust President and Trustees; ACM Foundation Chair and Board; Capital Campaign Chair; Arts Centre Melbourne Donors, Prospective Donors, PAF Managers. |
| Delegation | Financial and people delegations as per current policy. |
| Location | Arts Centre Melbourne premises (subject to potential relocation and work from home directions) |
| Other | SGA Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification) |
| Last Reviewed | June 2025 |

In the position you will

Accountabilities:

Planning and Reporting

- With strategic direction from the Executive Director, Development, develop and execute philanthropy strategies and plans, determining ambitious yet attainable targets for medium- and long-term growth aligned with Trust’s appetite.
- Manage the preparation and delivery of high-quality reporting on Philanthropy and the Capital Campaign for the VAC Trust, MAPCo, the Arts Centre Melbourne Foundation Board and Executive team.
- Empower the Arts Centre Melbourne Foundation with strategic insights and resources to enable them to be compelling advocates for Development at Arts Centre Melbourne, enabling effective donor and prospect engagement to drive philanthropic growth

Interface with the broader Arts Centre Melbourne team

- Work collaboratively across the organisation on initiatives and projects that support philanthropic growth and building a Culture of Philanthropy at Arts Centre Melbourne.
- Identify and advocate for critical resources required for philanthropy and the Capital Campaign success, including preparing business cases and project proposals as required.
- Represent Philanthropy at Arts Centre Melbourne internally and externally, ensuring philanthropy strategies, objectives and cross organisational interdependencies are widely understood and championed.
- Create a culture of that celebrates and values donors, partners and members, fostering exceptional donor satisfaction, loyalty and growth.

Capital Campaign

- Provide transformational project leadership for the Capital Campaign
- Design project plans for the Capital Campaign
- Support the Executive Director, Development and CEO in managing high-level stakeholder relationships, including the Capital Campaign Chair, Campaign Champions, Arts Ambassadors and the Executive team.
- Navigate complex challenges as and when they arise to eliminate barriers to Campaign success.

Managing team outputs

- Provide strategic oversight of the Philanthropy team in collaboration with Directors, including comprehensive business planning, resource optimisation, financial stewardship, and talent development
- Drive performance excellence through strategic KPI setting and thoughtful annual reviews for direct reports, while ensuring targeted recruitment and professional development

Fundraising Activity

- Oversee the development and delivery of strategies to achieve ambitious income and growth targets across all philanthropy streams
- Provide strategic advice on the development of submissions to individual philanthropists, philanthropic Trusts and Foundations and PAFs to secure budgeted revenue
- Steer strategies to identify and move prospects along the donor pipeline from entry-level giving to mid-level to major donors.
- Develop multi-year individualised major gift stewardship plans
- Align the bequest program with the comprehensive philanthropy vision .
- Champion accurate and up to date donor relationship information in Tessitura
- Nurture a culture of continuous improvement across moves management

Decision making:

- Exercise a high level of autonomy while maintaining accountability for delivering philanthropic activity on time, within budget and to specification.
- Provide leadership to the Philanthropy team and guide leads in day-to-day operations to achieve revenue targets, growth objectives and maintain exceptional stakeholder satisfaction and engagement.
- Demonstrate a sophisticated understanding of Privacy and Data Protection Act 2014 requirements regarding personal information of individuals.

Systems:

- Proven level of competence in the use of CRM databases to support portfolio management and reporting (Arts Centre Melbourne uses Tessitura)

Working environment/physical requirements:

- Flexible work permitted on agreement with manager, with expectation to work onsite for collaborative workshops and team meetings
- This is a relationship-based position, requiring a high degree of confidentiality, emotional intelligence, tact, compassion, empathy and professionalism
- Required to attend functions and events outside of normal business hours and at weekends. Time off in Lieu EA provisions do not apply to a position at this Band.
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology, especially while remote working.
- Potentially work in an office environment without natural light, or work from home as required.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

SELECTION CRITERIA

Your qualifications and experience

- Possess a relevant tertiary level qualification and relevant senior experience in the not for profit sector, including managing donor or client relationships.

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity.

Your skills and attributes

- Deep understanding of the performing arts sector and philanthropic landscape, particularly in Victoria
- A track record in the arts or other relevant philanthropic sectors of securing major gifts at the \$500,000+ level with proven strategies for cultivating and closing high-level philanthropic prospects
- An understanding of the development and execution of integrated appeals and direct marketing campaigns, leveraging multi-channel approaches to optimise campaign performance, donor acquisition and conversion pathways
- Strategic relationship management expertise with proven capacity to forge meaningful connections with high-net-worth individuals, corporate executives, and influential stakeholders across business and cultural sectors
- Sophisticated communication skills as evidenced by crafting compelling fundraising narratives, persuasive major gift proposals, and comprehensive strategic philanthropic plans
- Advanced analytical thinking and problem-solving skills with demonstrated ability to translate donor data insights into strategic fundraising approaches and revenue optimisation strategies across the donor pipeline
- Executive-level collaborative leadership that fosters cross-departmental synergies and strategic alignment with organisational mission and values
- Exceptional judgment, diplomacy, and discretion in managing sensitive donor information and navigating complex stakeholder relationships
- Proven strategic financial leadership with success in setting, managing and achieving financial targets and meaningful non-financial KPIs.
- Innovation mindset demonstrated through the development of transformational philanthropic initiatives and campaigns
- Demonstrated ability to work autonomously and prioritise workloads whilst functioning successfully as part of a broader team
- Inspirational leadership presence with the ability to build, develop and empower high performing philanthropy teams
- Sophisticated networking capabilities that position the organisation advantageously within influential circles and create strategic pathways for major gift cultivation.

You demonstrate our values

- **Leadership**
- **Accountability**
- **Creativity**
- **Equity & Inclusion**