

## Philanthropy Executive, Trusts and Foundations

### Position Description

#### The Pillar

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

Arts Centre Melbourne has a strong legacy of Philanthropy, as demonstrated by the original naming of many of our spaces – Myer, Smorgon, Potter to name just a few. Two of our most significant programs were also funded by and named after their benefactors – The Betty Amsden Participation Program and The Kenneth Myer Asian Theatre Series (now Asia TOPA).

The Arts Centre Melbourne program is funded by a combination of state and federal government funding, self-generated income and philanthropy.

Philanthropy plays a critical role in extending the reach and impact of Art Centre Melbourne's cultural, education, access, and commissioning and exhibition programs. The desire is to grow philanthropic contribution to further extend this reach and impact.

The current philanthropic program covers the following areas:

- Fundraising Campaigns and Appeals
- Major Gifts (Arts Angels, President's Club and Capital Campaign)
- Bequests
- Memberships
- Trusts and Foundations

All philanthropic money raised is directed to the following areas:

- Access and participation programs – opening up the performing arts to every Victorian
- 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 and exhibiting Australia's cultural heritage and telling our stories

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

#### The Role

The primary purpose of this role is to research, identify and manage the proposal submission process for philanthropic trusts and foundations, translating the vision of Arts Centre Melbourne into successful grant proposals. The role will work with funding recipients within the organisation and the impact evaluation team to prepare program reports and funding acquittals to the specification of the funder.

The role is also responsible for delivering an effective advocacy strategy for Arts Centre Melbourne with the Trusts and Foundations sector. In addition, the role will work with the broader Philanthropy team in identify Trusts and Foundations who may give major gifts to the Reimagining Arts Centre Melbourne Capital Campaign.

Leads, motivates and inspires a high performing Philanthropy team to deliver on Arts Centre Melbourne's strategic goals and functional tasks.

Type	Part Time
Reports to	Associate Director, Philanthropy – Major Giving
Direct Reports	N/A
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 4.1
Key Relationships	<p><i>Internal:</i> Executive Director, Philanthropy, Manager, Strategic Relationships (External Engagement), Researcher (Philanthropy), Lead Coordinator - Capital Campaign, Performing Arts pillar including Programmers, Creative Learning, RTO and Collections teams.</p> <p><i>External:</i> Trustees and staff of philanthropic trusts and foundations, Major Donors with links to Trusts and Foundations.</p>
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	<p>SGA Employee under the ACM Enterprise Agreement 2018</p> <p>Satisfactory completion of a National Police Check required</p> <p>You will hold valid working rights in Australia (subject to verification)</p>
Last Reviewed	January 2020

## KEY CRITERIA

### 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 qualifications and experience

- Bachelor's degree or intermediate relevant professional experience.

### Your skills and attributes

- Experience in developing high quality grant proposals or tenders or related fundraising experience
- A thorough working knowledge of Trusts and Foundations in Australia, particularly Melbourne
- Demonstrated success in tender or proposal writing

- Demonstrated ability to manage multiple projects with strict deadlines
- Strong communication skills with the ability to convey information clearly and concisely through different mediums and to different audiences
- Outstanding relationship management skills
- Ability to work cross-organisationally and with specialised staff to identify opportunities and gain solid understanding of project objectives
- Demonstrated understanding of how evaluation and high quality acquittal supports philanthropy growth and funder relationships.
- Proactive with ability to work independently to achieve goals
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

## **In the role you will**

### **Accountabilities:**

- Achieve budgeted revenue targets and annual growth targets from philanthropic trusts and foundations
- Work with the Associate Director - Philanthropy and Manager, Strategic Relationships cross organisationally to identify, scope and develop project options to match organisational priorities with funding opportunities
- Prepare high quality funding applications and supporting materials for timely submission.
- Work with Researcher to identify new funding opportunities from trusts and foundations
- Work with Associate Director - Philanthropy to continuously adapt and modify a trusts and foundation advocacy strategy that utilises senior Arts Centre Melbourne leadership, Trustees and Foundation Members
- Build and manage relationships with key individuals from trusts and foundations
- Monitor contracted deliverables and work with program owners to ensure all ACM funding obligations are met on time, on budget and to specification
- Work with funding recipients to meet progress reporting and acquittal requirements of all grants on time and to specification
- Utilise Tessitura to establish Plans for Trust and Foundations and prospect engagement and to track Moves and funding outcomes.
- Work with the Manager, Strategic Relationships to ensure funded project evaluation needs are included in the resource planning for the evaluation team.
- Provide timely updates to Finance on funding targets, success probability and outcomes for Budget and reforecasting purposes.
- Provide advice within the constraints of policy guidelines and professional standards

### **Decision making:**

- Under the broad direction of the Associate Director, Philanthropy - Major Giving the incumbent will be required to make strategic decisions around funding opportunities and priorities
- A high level of operating autonomy is required however final sign-off for grant submissions will follow Arts Centre Melbourne's delegation policy.

### **Systems:**

- Proven level of competence in the use of CRM databases to support portfolio management and reporting (Tessitura).

### **Working environment/physical requirements:**

- 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.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.



**You demonstrate our values**

- **Leadership** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.