DEVELOPMENT MANAGER (BEQUESTS)

Position Description

The Pillar - 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 will be critical to raising vital funding to make this vision a reality.

The Position

The Development Manager (Bequests) is responsible for developing, implementing and managing a strategically significant bequest strategy and program to increase philanthropic income from bequests and living legacy gifts. This role is recognised as the organisational lead for bequests and gifts in wills, and acts as a senior advisor on legacy giving, with influence across Arts Centre Melbourne's broader philanthropic approach. This role is also responsible for the stewardship of an existing portfolio of Bequest supporters, known as The Amsden Ensemble.

This role works collaboratively with Development team members, colleagues in Strategic Communications and Marketing, as well as external stakeholders.

Type	Part Time 0.6 FTE Ongoing
Reports to	Senior Manager, Principal Gifts
Direct Reports	NA
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 4.3
Key Relationships	*Internal:* Executive Director Development, Director Philanthropy, Senior Manager Principal Gifts, Development Managers, Researcher (Philanthropy), Capital Campaign Coordinator, Development Operations team, Government Partnerships team, RACM Project team, program teams including Programming, Creative Engagement, RTO and Collections *External:* Direct Mail and Digital campaigns service providers, Estate Administrators, Arts Centre Melbourne donors, Arts Centre Melbourne customers (prospective supporters).
Delegation	NA
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	January 2026

In the position you will

Accountabilities:

- **Bequest Program Design & Delivery:** Implement ACM's bequest and legacy giving program, managing the cultivation, solicitation and stewardship of confirmed and prospective bequestors.
- **Portfolio & Relationship Management:** Manage a portfolio of high-value current and prospective legacy donors, delivering personalised engagement (including visits, calls, tailored communications and recognition) to build trust, advocacy and long-term commitment.
- **Specialist Advice & Collaboration:** Act as ACM's subject matter expert on gifts in wills, providing guidance to Development, Legal Counsel and program owners, and supporting cross-team identification of legacy opportunities.
- **Program Operations & Reporting:** Oversee budgets, KPIs and program planning, maintain accurate records in Tessitura, and prepare insights and strategic reports to support program optimisation.
- **Communications & Engagement Delivery:** Lead legacy-related communications and deliver the annual engagement program for The Amsden Ensemble, ensuring meaningful stewardship and supporter connection.
- **Compliance, Systems & Sector Engagement:** Maintain and improve policies and procedures for bequest management, ensure compliance, and represent ACM in sector forums and benchmarking activity.

Systems:

- Use Microsoft Office Suite and CRM software (Tessitura preferred) for donor management and reporting.

Working environment/physical requirements:

- Flexible work permitted on agreement with manager, with expectation to work onsite for collaborative
- workshops and team meetings
- Undertake general office work with a strong emphasis on digital technology.
- Work in an underground office environment.
- Attend donor meetings and events outside standard work hours, including evenings and weekends.
- Work hours in accordance with ACM Enterprise Agreement 2022.

Arts Centre Melbourne

SELECTION CRITERIA

Your qualifications and experience

- Possess a relevant tertiary level qualification and/or intermediate experience managing donor or client relationships
- Demonstrated extensive experience in planned giving fundraising, including strategic design, implementation, and oversight of a bequest program within a complex organisational context
- Ability to work collaboratively across departments and with senior stakeholders

Your skills and attributes

- Strong knowledge of legislative requirements pertaining to bequests and bequest management and experience in deceased estates an advantage.
- Recognised as a subject matter expert in planned giving, with the ability to influence organisational strategy
- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues – including experience working with and influencing senior management and older generations
- Demonstrated experience in handling confidential matters appropriately and with strong attention to detail.
- Excellent oral and written communications skills, and interpersonal skills with the ability to negotiate, motivate, influence and build relationships.
- Demonstrated ability to work autonomously, exercising sound judgement in complex legal, financial and reputational matters
- Demonstrated experience managing and controlling resources/funding and an understanding of financial management procedures
- Proficiency in CRM systems and data-driven decision-making
- 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

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

You demonstrate our values

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