



Researcher – Philanthropy

About Arts Centre Melbourne and Reimagining Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. ACM is home to Australia's leading performing arts companies and delivers exceptional international productions, alongside celebrations of comedy, cabaret and popular music and an extensive program of participation and learning.

Our values of Leadership, Community, Care More and Creativity guide our interactions with visitors, presenters, Government and each other. Our commitment is to bring people together to share in remarkable experiences and 'earn the encore' in everything we do.

The city-changing redevelopment of the Melbourne Arts Precinct, announced by the Victorian Government in June 2018, has the potential to cement Melbourne's status as Australia's culture capital and enhance the opportunities for visitors to experience the best of the nation's arts and creativity.

By 2028, as part of the plan (which includes creating a new 18,000-square-metre Public Realm running from Arts Centre Melbourne south to Sturt Street) ACM hopes to have completed the most significant redevelopment and expansion of its facilities in its 40 year existence. The vision for the new reimagined Arts Centre Melbourne is hugely exciting. It is also a rare and compelling opportunity for a major capital campaign.

The Reimagining Arts Centre Melbourne, will not only enable the urgently needed refurbishment of the main theatres, but it will also introduce a brand new fourth campus to the existing spaces and create an exciting new public realm that will add significant public benefit to a much-loved building and space. It will be a place that:

- welcomes visitors to the precinct of architectural, civic and community significance sitting alongside the best contemporary theatres in the world of universal community engagement
- is more permeable and accessible for visitors
- reveals surprises and glimpses behind the curtains
- respects history and has an eye to the future
- ensures an environmentally, financially and socially sustainable future.

About Philanthropy at Arts Centre Melbourne

Arts Centre Melbourne was built for all Victorians, a place where everyone can come together and experience all that the performing arts has to offer. It was created 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 therefore named after their benefactors – The Betty Amsden Participation Program and The Kenneth Myer Asian Theatre Series being the two most significant.

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

The Arts Centre Melbourne Arts Angels were established by President of Victorian Arts Centre Trust, Richard Pratt, in 1994 and continue to form an important role in the funding of the artistic program at ACM.

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 and President's Club)
- Bequests
- Memberships
- Trusts and Foundations

All money raised is directed to the following four essential areas:

- Access and participation programs – opening up the performing arts to every Victorian
- Education and creative learning – inspiring the next generation of creatives and makers
- Commissions – supporting new works, bold ideas and extraordinary talent
- Collections – preserving and exhibiting Australia's cultural heritage

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, will be critical to raising vital funding to make this vision a reality.

About the Position

Primary Purpose	To drive Philanthropic income growth by conducting research on current and prospective major donors and developing valuable insights to enable targeted relationship building and build a strong fundraising pipeline.
Reports to	Philanthropy Services Manager
Direct Reports	N/A

Key Relationships	Internal Philanthropy Team Marketing and Communications Team
	External Fundraising Consultants Donors ACM Foundation
Position Type	Full Time
Salary Classification	Band 4.1
Financial Delegation	As per Financial Delegation Policy

Key Criteria	
Qualifications	Relevant professional or tertiary qualification in qualitative research, business analytics or equivalent experience.
Experience – Essential	<ul style="list-style-type: none"> • Demonstrated ability to think critically and strategically, with the ability to analyse and organise information to identify philanthropic patterns, tendencies and relationships among individuals. • Exceptional qualitative research and writing skills, with the ability to consolidate information and write analytical reports in appropriate forms for different audiences. • A proven track record in assessing, mapping, scoping and vetting fundraising prospects. • Ability to manage diverse relationships required to operate effectively in a large organisation with multiple stakeholders and to build relationships with strategically important external individuals and stakeholders. • Strong computer literacy skills and experience with database programs and working with Microsoft Office suite of products, including Excel. • High-level organisational skills, including the ability to prioritise workload and ensure the timely delivery of projects to both internal and external stakeholders. • Demonstrated capacity to exercise sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner for a public sector charitable organisation.
Experience – Desirable	<ul style="list-style-type: none"> • Experience with using Tessitura for prospect management and reporting.
Other (ie legal or physical)	General office work with a strong emphasis on computer usage and may include site visits, including to outdoor locations.

Accountabilities

- Use creative research techniques and electronic searching methodologies to identify high net worth donors (individuals, trusts and foundations) to contribute to the fundraising and capital campaign pipeline, including bequests.
- Undertake research, analysis and reporting focussed on major and leadership donor level including:
 - project management and coordination;
 - accurate analysis of capacity ratings;
 - preparation of detailed research briefings; and
 - coordination with internal and external stakeholders.
- Develop and execute processes to ensure that newly identified prospects are communicated to the Major Giving team in a timely manner.
- Interpret and translate complex financial, legal and corporate language into easily comprehensible terms while adhering to ACM standards of discretion and confidentiality.
- Work with the broader Philanthropy team to utilise Tessitura to track and monitor approaches to prospective campaign donors.
- Work with the broader Philanthropy Team to manage research priorities having regard to significant growth targets.
- Prepare high quality, detailed research reports as required to brief senior team members, including the CEO and Foundation members, for donor meetings and events.

Decision Making

- Under the broad direction of the Executive Director, Philanthropy you will be required to undertake research projects and analysis that helps drive donor growth and facilitate strategies to improve market reach.
- Working independently you will need to manage priorities on projects as well as working collaboratively with a range of Arts Centre Melbourne team members.
- A high level of independence and initiative is required to complete work priorities and matters that may affect the strategy of the Philanthropy team and be referred to by the Executive team or the Capital Campaign Executive Group.