



# PHILANTHROPY PROSPECT RESEARCHER

## Position Description

### The Philanthropy Business Unit

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 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 made possible by a combination of state, federal and local government funding, self-generated income and philanthropy.

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

The current philanthropic program covers the following areas:

- Major Giving (Arts Angels, Bequests, President’s Club and Capital Campaign)
- Fundraising Campaigns and Membership
- 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 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 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 drive Philanthropic and Corporate Partnership growth by using a wide variety of biographical, organisational, and financial sources to identify major donor and business prospects. This role supports the Major Giving fundraisers and our Partnerships Manager by conducting research on individuals, corporations, and trusts and foundations developing valuable insights including wealth screenings and in-depth profiling to enable targeted relationship building and growing a strong fundraising pipeline.

<b>Type</b>	Full Time
<b>Reports to</b>	Interim Associate Director, Philanthropy Operations
<b>Direct Reports</b>	N/A
<b>Salary/Hourly Rate</b>	ACM Enterprise Agreement 2022 Band 4.1
<b>Key Relationships</b>	<i>Internal:</i> Philanthropy Team, Marketing and Communications Team, Strategy, Advocacy and Partnerships, IT, Data and Insights, Executive Office. <i>External:</i> Fundraising Consultants, Donors, ACM Foundation
<b>Delegation</b>	Financial and People delegations as per current policy.
<b>Location</b>	Arts Centre Melbourne premises (subject to potential relocation and work from home directions)
<b>Other</b>	SGA Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required

<b>Last Reviewed</b>	You will hold valid working rights in Australia (subject to verification) March 2024
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## In the role you will

### Accountabilities:

#### 70%

- 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:
  - o Wealth screenings and propensity ratings - understanding affinity and capacity
  - o Implementation and accurate analysis of capacity ratings.
  - o preparation of detailed research briefings; and
  - o coordination with internal and external stakeholders.
- Undertake portfolio reviews with relationship managers, ensuring appropriate tracking of prospect stages and the supply of fresh prospects with a view to ensuring portfolio optimisation.
- 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 (Bequests, Trusts and Foundations, Capital Campaign, Fundraising Campaigns, Memberships) and the Executive Office and Arts Centre Melbourne Foundation to manage research priorities having regard to significant growth targets.
- Prepare high quality, detailed biographies and related briefing materials including research reports as required to brief senior team members, including the CEO and Foundation members, to support relationship building, stewardship activities and prospect identification for donor meetings and events.

#### 30%

- Work with the Major Giving team to develop, refine and execute processes complemented by Tessitura to support and prioritise constituents through moves management and the donor cycle, ensuring that newly identified prospects are communicated to the Major Giving team in a timely manner.
- Work with the Philanthropy Team and other internal stakeholders to utilise Tessitura and other Arts Centre Melbourne resources to identify, track and monitor approaches to Arts Centre Melbourne constituents, including existing and prospective donors and other key stakeholders.
- Work with the Philanthropy Operations Team to project manage core priorities and system improvements to aid philanthropic income growth.

### 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.

### Systems:

- Tessitura or comparable CRM for prospect management and reporting
- Experience in data analytics and producing concise reports

### 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.
- Potentially work in an underground office environment.
- 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 2022.

## SELECTION CRITERIA

### Your qualifications and experience

- Relevant tertiary qualification or professional experience in a prospect research role with a non-profit organisation, or advanced training in prospect research for philanthropic support with a knowledge of development, the donor lifecycle and engagement activities.

## Your skills and attributes

- Curious and analytical about conducting philanthropy research.
- Demonstrated ability to think critically and strategically, with the ability to analyse and organise information to identify philanthropic patterns, tendencies and relationships among individuals, trusts and foundations.
- 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 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.
- 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** – courage and conviction.
- **Creativity** – a boundless imagination.
- **Care More** – a place for everybody.
- **Community** – working together.
- **Equity** – fairness and justice.