



#### ARTSPACE

43-51 Cowper Wharf Road  
Woolloomooloo NSW 2011  
Sydney Australia

T. +61 2 9356 0555  
artspace@artspace.org.au  
www.artspace.org.au  
@artspace\_sydney

## DEVELOPMENT MANAGER

**POSITION TITLE:** Development Manager

**HOURS:** Monday to Friday 10am to 6pm, with additional hours required from time to time

**TERMS OF EMPLOYMENT:** Permanent Full-time, subject to a six-month probationary review

**SALARY:** \$65,000 per annum plus 9.5% superannuation

### ARTSPACE VISION

Ever changing, ever challenging. Artspace is where audiences meet the artists and ideas of our times.

### ARTSPACE INTRODUCTION

Artspace is Australia's leading interdisciplinary space for the production and presentation of contemporary art. Through exhibitions, performances, artist residencies and public programs Artspace is where artists of all generations test new ideas and shape public conversation. Committed to experimentation, collaboration and advocacy, Artspace's mission is to enhance our culture through a deeper engagement with contemporary art.

### JOB DESCRIPTION

The Development Manager is expected to drive Artspace's multi-year fundraising strategy which is aligned to the organisation's strategic plan. There will be a focus on generating sustainable forms of income through benefaction, partnerships, grants, foundations and trusts, and meeting financial targets in a competitive environment. Working with the Executive Director and the Deputy Director, this key role will be responsible for securing funds and supporting organisational initiatives; cultivating leads, identifying opportunities and increasing Artspace's supporter base; providing exceptional stakeholder management and increasing engagement; and developing proposals and negotiating agreements; and to provide accurate and timely administrative support. The Development Manager is expected to have impeccable writing and communication skills, an excellent understanding of government and the private sector, and an ability to take direction. The position works to the direction of the Deputy Director, who in turn reports to the Executive Director. This position is expected to work collaboratively with the Artspace team to deliver the artistic and business development objectives of the organisation.



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## KEY ACCOUNTABILITIES

- [1] Work closely with the Executive Director and Deputy Director to develop, implement and manage effective programs focused on building, maintaining and developing key relationships in order to meet the strategic objective of increasing self-generated income to 30% of annual turnover by 2020.
- [2] Identify opportunities through philanthropy, grants, foundations and government agencies to secure funds and support organisational initiatives.
- [3] Develop deliverables and set priorities to engage with supporters and coordinate a program of targeted events.
- [4] Use data to analyse and understand the fundraising landscape to build compelling and mutually beneficial propositions for benefaction and partnerships.
- [5] Work with a small team to deliver excellent relationship management and provide accurate and timely administrative support, including grant writing and acquittals.
- [6] Maintain accurate and updated records of all contacts and stakeholder relationships, including contracts and agreements.
- [7] Contribute to the collegial character of the Artspace workplace by sharing information, experience and expertise, as well as contributing to organisational advocacy and assisting across all facets of development.

## SELECTION CRITERIA

- Experience in seeking and securing financial support from individuals, trusts, foundations and government agencies.
- Excellent strategic planning and time management.
- Highly developed interpersonal skills with the capability to build strong relationships and demonstrated commitment to stakeholder management.
- Exceptional communication, negotiation and presentation skills.
- Highly developed research and analysis skills with attention to detail.
- Self-motivated with highly developed problem-solving skills and ability to respond to ever-changing working demands.
- A knowledge and interest in contemporary arts practice.



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**APPLICATION PROCESS**

Applications to be submitted as one PDF document, titled with applicant name and position.

1. Response to the Selection Criteria [max two pages]
2. Cover letter addressing why you see yourself in the role [one page]
3. CV
4. Contact details for two referees

**Please note applications Due: Monday 22nd January 2018, 6pm**

If you would like to discuss this position further or if you would like more information please don't hesitate to contact Michelle Newton on 02 9356 0555 or [jobs@artspace.org.au](mailto:jobs@artspace.org.au)