



ARTSPACE

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Sydney Australia

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POSITION DESCRIPTION | 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

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

ARTSPACE VISION

EVER CHANGING, EVER CHALLENGING, Artspace is where audiences engage with the artists and the ideas of our times.

MISSION

Artspace is one of the leading institutions for the production and presentation of contemporary art in the Asia-Pacific.

Artspace's mission is to enhance our culture through a deeper engagement with contemporary art. Embracing risk, experimentation, criticality and collaboration, Artspace's multi-platform program facilitates new commissions, exhibitions, performances, artist residencies, public programs, publishing and advocacy.

Underpinned by a commitment to reflecting and advancing social and cultural diversity, Artspace catalyses new artistic visions and enables artists of all generations to test ideas and shape public conversations.

ABOUT ARTSPACE

Established in 1983, Artspace is an independent, not-for-profit contemporary art space that receives government support for its activities from the Federal Government through the Australia Council for the Arts and the State Government through Create NSW, alongside the ongoing and valuable contribution of our dedicated community of partners and benefactors.

ACKNOWLEDGEMENT

Artspace acknowledges the Gadigal people of the Eora nation on whose unceded lands we are situated and pay respects to elders past, present and emerging. We acknowledge those who share borders with the Gadigal, from gadu or saltwater to the east, Dharug to the west, Gundungurra to the southwest, Dharawal to the south and Kuring-gai to the north. Artspace is situated on Yurong, looking out from the shores of Warrane, where we are fortunate to be afforded the space to reflect on the legacies present in this place. We recognise all First Peoples and their continuing connection to land, waters and culture.

POSITION SUMMARY

This is an exciting time to join the Artspace team following the NSW Government's announcement of \$5 million capital redevelopment of The Gunnery building in 2021–22.

The Development Manager will contribute to Artspace's development objectives with a focus on fundraising and individual giving to support the annual artistic program and a major capital campaign to be launched this year. The Development Manager will contribute to the research, coordination and preparation of applications, submissions and acquittals to philanthropic trusts and foundations, government agencies and departments, and cultural funds. The Development Manager will work to actively research, identify, cultivate, engage and steward Artspace's major and individual donors and secure gifts to achieve fundraising targets. The Development Manager will also develop strategies to grow corporate relationships and maximise commercial revenue generated from venue hire activities, hospitality events and related commercial agreements following completion of the capital redevelopment project. Working with the Executive Director and Deputy Director (Executive), additional responsibilities include the preparation of research, documents and reports as required.

This position is expected to work collaboratively with the Artspace team to deliver the artistic and business development objectives of the organisation.

KEY ACCOUNTABILITIES

In consultation with the Executive, implement Artspace's development strategy across the following areas:

Trusts and Foundations

- Research and identify appropriate local, national and international trusts, foundations and cultural agencies to support Artspace's programs, and liaise with Artspace's Executive and staff to prepare submissions and acquittals
- Prepare high quality grant submissions, grant acquittals and mid-year reports in consultation with the Executive and other staff as appropriate
- Manage effective and positive relationships with supporters, ensuring that these are properly serviced and acknowledged (including checking and approving acknowledgement in catalogues, web and other collateral) ensuring compliance with funding agreements

Government Grants

- In consultation with the Executive, draft funding applications, acquittals and reports as required
- Maintain a central calendar of key dates for grant application deadlines, reports and acquittals for reference for all staff
- Alert relevant staff to forthcoming opportunities in a timely manner to ensure all opportunities are explored

Individual Giving

- In conjunction with the Executive and Board, establish an annual plan for prospecting, engagement and stewardship activities; developing, implementing and delivering fundraising initiatives including the 2021–22 capital campaign, End of Financial Year campaign and annual renewals and increases
- Lead the research, identification, prioritising and stewardship of new, existing and lapsed donors. Monitor and nurture all relationships, including overseeing appropriate donor recognition to optimise loyalty and encourage repeat giving aiming for multi-year donations
- In consultation with the Executive and Board, set annual donation targets and implement strategies to achieve or exceed them, and regularly review the programs and methodology of fundraising strategies to vigorously support Artspace's artistic and program goals
- Manage budgets in areas of responsibility, ensuring all financial and policy matters are managed in strict accordance with policies and procedures
- Develop the profile and increase awareness of Artspace's donor program in consultation with the Executive and Board

- Prepare progress reports and papers for the Board, fundraising committee and Executive as required
- Actively contribute to team meetings and fundraising committee meetings
- Maintain awareness of current practices in philanthropy in Australia and overseas, and ensure that the Individual Giving Program is managed within the rules associated with Deductible Gift Recipient status

Event Management

- In consultation with the Executive, coordinate high quality events
- Oversee preparation and monitoring of invitation lists and RSVPs for VIP events, and record supporter attendance at events
- Set up and oversee Artspace events and other functions as appropriate, represent Artspace, meet and greet patrons and nurture potential supporters

Corporate Partnerships and Venue Hire (on completion of capital redevelopment project in 2022)

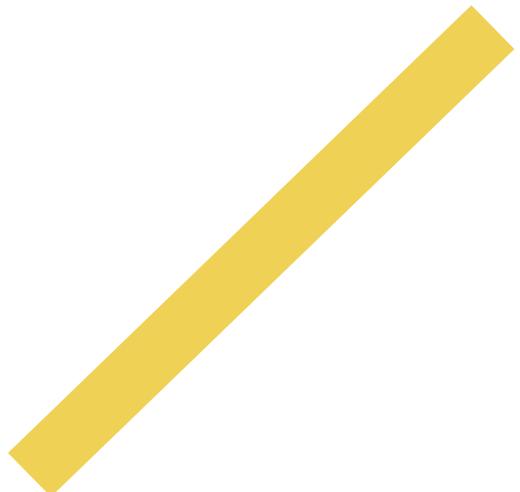
- Contribute to the development, stewardship and relationship management of corporate partnerships to support business objectives
- Manage and lead the venue hire for events to deliver a seamless transition from sales to event delivery that maximises profit, ensures exceptional events and facilitates new commercial opportunities
- Be responsible for the development and implementation of an annual event business plan to achieve revenue targets
- Implement and manage related commercial agreements with an objective to maximise revenue
- Be responsible for the development and ongoing management of all policies, event management procedures, hospitality partner(s) and event suppliers within a cultural environment and develop detailed event operational standards to ensure consistent delivery of outstanding events and impeccable customer service
- Be responsible for preparation of monthly management reporting as well as industry and trend analysis to inform business decisions
- Develop and manage reporting on business performance, tracking of feedback and other KPIs

Database Management

- Coordinate the collection, formatting, input and integrity of data for Artspace's database and ensure that records are regularly reviewed and up to date
- Research, drive and maintain high levels of data quality and strategic reporting

Other Duties

- Represent Artspace at high-level meetings with key stakeholders, donors and colleagues, and other forums and events, and cultivate good relationships with relevant personnel
- Perform other duties as directed by the Executive
- Attend after-hours events as required



SELECTION CRITERIA

- Required qualifications and experience
- Proven experience in seeking and securing financial support from individuals, trusts, foundations and government agencies
- Sound knowledge of philanthropic networks, practices and protocols
- Experience writing grant proposals, budgets and acquittal reports
- Demonstrated ability to plan, prioritise and work efficiently to competing deadlines
- 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
- Highly motivated and culturally engaged; a genuine enthusiasm for visual arts and culture and a desire to make them accessible to diverse audiences
- Computer proficiency (Word, Excel, Outlook, PowerPoint, InDesign)

APPLY NOW

Artspace is committed to equity and inclusion and welcomes applications from Aboriginal and/or Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people of all abilities, and people from LGBTIQ+ communities.

To apply, please submit the following documents:

- A cover letter of no more than one page addressing your suitability for the position
- Answers to the following two targeted questions (no more than 500 words each):
 1. What experience have you had working with external stakeholders and at what level?
 2. Managing varied requests from external stakeholders is a constant requirement of the Development Manager position. Give an example of your experience managing competing priorities while ensuring all requirements were achieved in a timely manner.
- An up-to-date CV of no more than five pages
- Two referees with current contact information

Applications including a cover letter, addressing the two targeted questions, CV and two referees should be submitted by **Monday 7 June 5pm** to: jobs@artspace.org.au

Enquiries can be directed to Michelle Newton, Deputy Director, 02 9356 0555 or michelle@artspace.org.au

