



ARTSPACE

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## POSITION DESCRIPTION | DEVELOPMENT MANAGER

### TERMS & CONDITIONS OF EMPLOYMENT

**POSITION TITLE:** Development Manager

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

**LOCATION:** The position is based in Sydney, NSW

**TERMS OF EMPLOYMENT:** The initial contract will be for two years with the opportunity to extend by mutual agreement.

**WAGE:** \$70,000–75,000 per annum plus superannuation

### 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.

### 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. Our expansive, multi-platformed approach to programming includes new work commissions, exhibitions, performance, studio residencies, publishing, public programs, learning and outreach initiatives, and advocacy. Artspace is where artists of all generations test new ideas and shape public conversation. Embracing risk, experimentation, collaboration, and advocacy, Artspace's mission is to support community vibrancy through a deeper engagement with contemporary art.

### 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.

## **POSITION SUMMARY**

This is an exciting time to join the Artspace team. In November 2023, The Gunnery will reopen with new and revitalised spaces, and Artspace will occupy the entire building for the first time in the organisation's history. Supported by over \$15 million of investment from the NSW Government, the physical transformation will enable the expansion of our reach, engagement and programs.

The Development Manager will be responsible for completing delivery of Artspace's most ambitious fundraising program to date, the Transformation Campaign launched in 2022, with its focus on building capacity and securing support for the artistic program for the next five years. This highly successful campaign sits at the forefront of Artspace's strategy for revenue growth and we are presently on track to meet our target.

The Development Manager will also 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 works actively to research, identify, cultivate, engage and steward Artspace's major and individual donors and secure gifts to achieve fundraising targets and grow our community of benefactors. The Development Manager will also develop strategies to build corporate relationships, and maximise commercial revenue generated from venue hire activities, hospitality events and related commercial agreements following completion of the capital redevelopment project. The Development Manager will be adept at gathering, maintaining, analysing and leveraging data using our Salesforce database to make timely and strategic fundraising decisions. Working with the 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.

The Development Manager will work closely with the Executive to shape and implement strategic development initiatives at a critical time of organisational growth, securing support for diverse elements of Artspace's program including regional touring, international co-commissions, artist studios, and partnerships that make artist projects possible.

## **KEY ACCOUNTABILITIES**

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

### **Individual Giving**

- In collaboration with the Executive and Board of Directors, establish an annual plan for prospecting, engagement and stewardship activities; develop, implement and deliver fundraising initiatives including the 2023–28 Transformation Campaign, End of Financial Year campaign, and annual renewals and uplifts
- 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 of Directors, set annual donation targets and implement strategies to achieve or exceed it, and regularly review the programs and methodology of fundraising strategies to vigorously support Artspace's artistic and program goals
- Management of 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 Executive and Board of Directors
- Prepare progress reports and papers for the Board of Directors, 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

## **Trusts and Foundations**

- Research and identify appropriate local, national and international trusts and 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 reports in consultation with the Executive and other staff as appropriate
- Manage effective and positive relationships with supporters and ensure that relationships 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
- Contribute to a central calendar of key dates for grant application deadlines, annual reports and acquittals
- Alert relevant staff to forthcoming opportunities in a timely manner to ensure all opportunities are explored

## **Database Management**

- Coordinate the successful implementation and ongoing use of Artspace's Salesforce database
- 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 to facilitate fundraising, donor management, grant management and constituent management objectives
- Leverage data insights to make timely, strategic decisions that cultivate and engage with Artspace donors

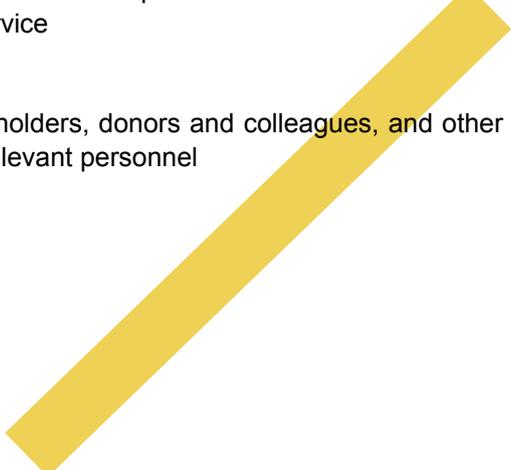
## **Event Management**

- In collaboration 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
- Attend Artspace events and other functions as appropriate to set up and oversee the event, represent Artspace, meet and greet Artspace patrons, and nurture potential supporters

## **Venue Hire and Corporate Partnerships**

- In collaboration with the Executive, scope, develop and implement an annual event plan that supports the diversification of revenue through venue-for-hire and corporate partnerships for 2024 onwards.
- Support the development of policies, event management procedures, hospitality partner(s) and event suppliers within a cultural environment and developing detailed event operational standards to ensure consistent delivery of outstanding events and customer service

## **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
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## **APPLY NOW**

### **Applicants must submit the following documents with their applications:**

- A resume of no more than five pages
- List two referees
- Address their suitability in an Expression of Interest addressing the selection criteria (no more than two pages 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 the visual arts and culture and a desire to make them accessible to diverse audiences

## **DESIRABLE**

- A working knowledge of Salesforce database

## **APPLICATIONS**

Artspace is an inclusive employer that values diverse perspectives and lived experiences. We are committed to providing a positive, flexible and supportive workplace and to embracing access and inclusion initiatives across the organisation. We encourage applications from Aboriginal and Torres Strait Islander people, people living with a disability, those identifying as LGBTQIA+ and people from culturally diverse communities

Applications addressing the selection criteria in a two page Expression of Interest, C.V. and two referees should be submitted by Wednesday 22 March by 5pm to: [jobs@artspace.org.au](mailto:jobs@artspace.org.au)

Enquiries should be directed to: Michelle Newton, Deputy Director, 02 9356 0555 or [michelle@artspace.org.au](mailto:michelle@artspace.org.au)

