

JOB DESCRIPTION FORM

JOB TITLE: Development Coordinator	POSITION NUMBER 10077	CLASSIFICATION: Level 3
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AWARD Public Service Award 1992 / PSGO CSA GA 2024	EMPLOYMENT TYPE Permanent, Full time
DIRECTORATE Development	TEAM Development
POSITION REPORTS TO 12800 Foundation Manager	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION To provide coordination support to the Art Gallery of Western Australia (AGWA) Development Team in order to maintain and grow non-government revenue for the Gallery, and to enhance Gallery outcomes by the professional management of AGWA's customer relationship management (CRM) and the associated information and reporting processes.	
CONTEXT The Art Gallery of Western Australia develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display and acquire historic and contemporary visual arts. Through our collections, programs and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world. The Art Gallery of WA is a Statutory Authority within the Department of Creative Industries, Tourism and Sport. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.	

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<p>STATEMENT OF DUTIES</p> <p>In conjunction with the Development team and other relevant AGWA teams:</p> <ol style="list-style-type: none"> 1. Ensure that the Gallery's contact and stakeholder information requirements are effectively coordinated through: <ul style="list-style-type: none"> • recommending, documenting, implementing and enhancing standards on stakeholder information; • maintaining procedures for the secure use of stakeholder information 2. Liaise with internal and external stakeholders to ensure the currency of information for Development purposes. 3. Contribute to research that identifies potential funding and other revenue raising opportunities. 4. Efficiently and accurately record and document information related to Development activity including issuing receipts and reconciling figures with the Finance team. 5. Maintain electronic tracking systems for donations and grant funding. 6. Produce up to date and accurate reports, by extracting data and synthesising information as requested and as periodically required. 7. Undertake activities that contribute to the Development Team's organisational and business planning processes, including: <ol style="list-style-type: none"> a) coordination of AGWA Foundation Council meetings, inclusive of agendas, minute taking and action items follow-up. b) attending all AGWA Foundation Council meetings in an ex-officio capacity. c) assist with the production and dissemination of giving newsletters and updates. 	<p>COMPLIANCE AND LEGISLATIVE KNOWLEDGE</p> <p>Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</p> <p>Meet Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</p> <p>Maintain current knowledge of all developments and changes in legislative requirements that apply to the state government sector.</p> <p>SPECIAL CONDITIONS</p> <p>Current Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement. Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.</p> <p>100 Point identification check</p> <p>'Australian Permanent Residency' status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.</p> <p>Complete induction procedure within one month from start date with AGWA.</p>
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<p>d) Contribute to event planning, including liaison with internal and external stakeholders, production of event collateral</p> <p>e) Attend Development events as required attend Development events as required</p> <p>8. Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p>Complete Accountable and Ethical Decision Making within one month of commencement.</p> <p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none">1. Foundation Manager2. Fundraising Manager3. Director4. AGWA Foundation Chair and Councillors5. Foundation donors6. Grant funders7. Potential Foundation donors8. AGWA Marketing and Events staff <p>LOCATION: Perth Cultural Centre</p>
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WORK RELATED CRITERIA (SELECTION CRITERIA)

Essential

1. Demonstrated experience in the use and management of CRM's, along with the ability to extract information, provide statistical reports.
2. Demonstrated attention to detail, coupled with a high degree of accuracy in data entry.
3. Excellent coordination and interpersonal skills, which include the ability to communicate effectively with internal and external stakeholders.
4. Strong analytical, organisational and process development skills, including the demonstrated ability to assist with the coordination across initiatives aimed at maximising revenue raising activity.
5. An ability to work flexibly as part of a team, under supervision and independently, including an ability to work outside usual business hours.

Desirable

1. Experience in working with databases that support fundraising and/or marketing initiatives.

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Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....