

JOB DESCRIPTION FORM

| | | |
|--|--|-----------------------------------|
| JOB TITLE: Fundraising Manager | POSITION NUMBER 15014 | CLASSIFICATION: Level 5 |
| AWARD Public Service Award 1992 / PSGO CSA GA 2022 | EMPLOYMENT TYPE Fixed Term, Full-Time 1.0FTE | |
| DIRECTORATE Development | TEAM Development | |
| POSITION REPORTS TO 12126 Deputy Director/ Director Corporate Services | POSITIONS REPORTING TO THIS POSITION NIL | |
| PURPOSE OF POSITION <p>To grow philanthropic support for the State Art Gallery by managing and cultivating relationships with current donors and funders, developing fundraising strategies to enable Gallery outcomes, and developing new relationships to expand the donor base.</p> | | |
| CONTEXT <p>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.</p> <p>The Art Gallery of WA is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. 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.</p> | | |

JOB DESCRIPTION FORM

| | | |
|--|---------------------------------|-----------------------------------|
| JOB TITLE: Fundraising Manager | POSITION NUMBER 15014 | CLASSIFICATION: Level 5 |
|--|---------------------------------|-----------------------------------|

| | |
|---|---|
| <p>STATEMENT OF DUTIES</p> <p>In conjunction with the Development and other Gallery teams:</p> <ol style="list-style-type: none"> 1. Work with the Foundation Manager and the Gallery Director to identify, pursue, implement, and evaluate fundraising strategies and initiatives for the Art Gallery of Western Australia, including: <ul style="list-style-type: none"> - Preparing funding submissions, proposals and acquittals. - Undertaking research to identify potential donors and grants. - Supporting special projects and campaigns. 2. Contribute to the administration the Gallery's Foundation, including maintaining the integrity of the corporate database and supporting key Foundation functions to strengthen donor relations. 3. Organise and attend events as required. 4. Manage financial processes and develop and monitor budgets in accordance with the Gallery's objectives and best practice. 5. Contributes to the team's organisational and business planning processes. | <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p> <hr/> <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> |
|---|---|

JOB DESCRIPTION FORM

| | | |
|--|---------------------------------|-----------------------------------|
| JOB TITLE: Fundraising Manager | POSITION NUMBER 15014 | CLASSIFICATION: Level 5 |
|--|---------------------------------|-----------------------------------|

| | |
|--|--|
| <p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Demonstrated, relevant, and current fundraising experience. 2. Demonstrated experience in managing a pool of philanthropic patrons. 3. High level written and verbal communication skills. 4. Excellent interpersonal skills, with a demonstrated ability to develop and maintain excellent working relationships with key stakeholders. 5. Demonstrated ability to exercise discretion and maintain confidentiality. 6. Demonstrated high level organisational and time management skills. 7. Demonstrated research skills with ability to identify and engage with potential supporters and/or funders. 8. Very good computing skills, including knowledge of Word and database applications as well as fast and accurate keyboard skills. <p>Continues onto next page</p> | <p>KEY RELATIONSHIPS/ INTERACTIONS</p> <ul style="list-style-type: none"> - Director - Foundation Manager - Sponsorship Coordinator - Marketing and Events staff - Foundation donors - Grant funders - Potential Foundation donors <p>KEY CHALLENGES</p> <p>To grow philanthropic support by managing and cultivating relationships with current supporters as well as developing strategies to expand the donor base.</p> <p>SPECIAL CONDITIONS</p> <ul style="list-style-type: none"> - Ability to work outside normal business hours. - Complete induction procedure within 3 months from start date with AGWA. - Complete Accountable and Ethical Decision-Making Training within 6 months - 100 Point identification check <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.</p> <p>Continues onto next page</p> |
|--|--|

JOB DESCRIPTION FORM

| | | |
|--|---------------------------------|-----------------------------------|
| JOB TITLE: Fundraising Manager | POSITION NUMBER 15014 | CLASSIFICATION: Level 5 |
|--|---------------------------------|-----------------------------------|

| | |
|--|---|
| <p>9. Proven experience in all aspects of functions management, including the ability to work flexibly and outside usual business hours.</p> <p>Desirable</p> <p>1. Experience of database management in a fundraising environment.</p> | <p>You will be given the opportunity to discuss the matter fully before a final decision is made.</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>LOCATION</p> <p>Perth Cultural Centre</p> |

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