



POSITION DESCRIPTION

Position Title:	Philanthropy Manager
Reports to:	General Manager
Direct Reports:	Philanthropy Coordinator
Key Relationships:	Internal: Director/CEO, General Manager, PICA Board, Communications Manager, Curator, Producer and Engagement Curator External: Individual donors and philanthropic foundations.

POSITION SUMMARY

Working closely with the Director/CEO and General Manager, the Philanthropy Manager is responsible for the attraction, management and retention of individual donors and philanthropic foundations, specifically the Art1000, Art Ambassadors, Director's Circle and Commissioning Fund programs. This position is responsible for the overall growth of PICA's annual philanthropic income.

KEY RESPONSIBILITIES:

Strategy

- Support the Director/CEO and the Board in the achievement of PICA's strategic goals, through the generation of private sector income
- Lead, develop and implement strategies designed to cultivate successful relationships with donors and achieve Board approved income targets (annual KPIs)
- Manage the Philanthropy program's budget and income forecasting
- Develop and manage a donor stewardship and engagement program, including events
- Work collaboratively with other departments to ensure integration and co-ordination of donor engagement activities, in particular with Communications, Engagement, Exhibitions and Performance programs
- Development of annual fundraising events and initiatives.

Fundraising

- Develop and implement plans to achieve targets, including the identification, qualification, cultivation, solicitation and management of annual giving, major gifts, campaign donors and planned giving
- Develop and manage the donor pipeline
- In conjunction with the Director/CEO and General Manager, research and make applications to relevant philanthropic foundations and Trusts

- Manage a portfolio of existing donors, ensuring a strong relationship, to nurture their ongoing support of PICA
- Work with the Communications team to develop campaigns and materials that assist in developing and maintaining positive donor relationships and attracting new donors
- Work with the Director/CEO, General Manager and board to identify prospect donors for each donor level and foundations for specific projects and programs
- Plan and manage all stewardship, cultivation and prospecting events
- Productively and positively engage with all PICA staff in a coordinated approach to fundraising.

Reporting and evaluation

- Ensure timely reporting is provided to philanthropic trusts and foundations
- Ensure that donors receive regular updates about the impact of their donations
- Ensure that all data pertaining to philanthropy is kept up to date in the CRM by the Philanthropy Coordinator
- Ensure regular and timely reporting, including financial, is provided to the Director/CEO, General Manager and Board, as required
- Ensure annual board approved revenue targets are achieved and expenditure budgets stay within approved limits.

General

- Build and maintain positive relationships with all key internal and external stakeholders, in support of achieving PICA's strategic goals
- Undertake any training as appropriate to the development of the position
- Attend relevant PICA opening nights and official events to represent the company and host key stakeholders
- Represent PICA at relevant public events, openings and industry forums, as required
- Undertake any other duties, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

POSITION ACCOUNTABILITIES

The following accountabilities relate to the organisational KPIs:

1. Achievement of annual philanthropy income targets.
2. Retention of current donors and attraction of new donors.
3. Growth of the philanthropy program overall each year.

SELECTION CRITERIA

Essential

1. A proven track record in philanthropy (min. 3-5 years experience), including demonstrated achievement of annual income targets and experience in major gift fundraising and /or managing high net worth individuals
2. Well established personal networks
3. Strong understanding of the philanthropic landscape and current trends in Australia, including any legislative, legal and ethical issues related to philanthropic giving
4. Proven ability to develop and deliver strategic initiatives within budget

5. Excellent written and verbal communication skills
6. Outstanding relationship management skills – in particular with individual donors

Desirable

1. Experience in philanthropy in the Western Australian arts sector
2. Tertiary qualification in marketing, communications, arts management or a related discipline
3. Western Australian C Class (or other Australian state equivalent) driver's license
4. Current National Police Check (can be provided on offer of appointment).