

## POSITION DESCRIPTION

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<b>Position title:</b>	Development Manager
<b>Basis of employment:</b>	Full time (negotiable)
<b>Location:</b>	PICA, 51 James Street, Northbridge, WA
<b>Salary:</b>	Remuneration commensurate with experience
<b>Reports to:</b>	Director/CEO
<b>Direct reports:</b>	Development Coordinator
<b>Key relationships:</b>	
Internal:	Director/CEO, General Manager, PICA Board, Development Coordinator, Communications Manager, Curator and Producer
External:	Individual donors, partners and philanthropic foundations.

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## **ABOUT PICA**

Perth Institute of Contemporary Arts (PICA) is one of Australia's leading centres for the development and presentation of contemporary art.

Housed in a large and striking heritage building in the heart of Perth, Western Australia, PICA is the city's focal point for those wishing to experience the best of Australian and international visual, performing and cross-disciplinary art.

PICA is both a producing and presenting institution that runs a year-round program of changing exhibitions, seasons in contemporary dance, theatre and music, live art events and a range of interdisciplinary projects.

PICA's key aim is to promote, support and present contemporary arts and to stimulate critical discussion around the arts and broad cultural issues. Providing a site for experimentation, critical analysis, discussion and debate is fundamental to its charter. PICA is known for the rigour and breadth of its artistic and engagement programs, high production standards and impeccable presentation.

For artists, audiences and other communities it serves, PICA is a source of inspiration, a resource, a meeting and gathering place, a provocateur and most importantly a partner in the realisation of big and new ideas.

## **ROLE STATEMENT**

Working closely with the Director/CEO and General Manager, the Development Manager is responsible for PICA's fundraising and partnership programs. This includes the attraction, management and retention of individual donors, philanthropic foundations and corporate partners. This position is responsible for the overall growth of PICA's annual philanthropic and partner income. The Development Manager will have experience in fundraising and relationship management. They work closely with the Director on the establishment and delivery of the long-term strategy for the organisation.

## KEY RESPONSIBILITIES

### Strategy

- Support the Director/CEO and the Board in the achievement of PICA's strategic goals, through the generation of private and corporate sector income
- Lead, develop and implement strategies designed to cultivate successful relationships with donors and partners and achieve Board approved income targets (annual KPIs)
- Manage the Development budget and income and expenditure 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.

### Corporate Partnerships

- Work with the General Manager to identify prospects for future partnerships
- Work with the Communications team on the development of the partner prospectus
- Identify needs within the exhibitions and performance program for support
- Work with the General Manager to negotiate new partnerships both cash and inkind
- Maintain strong relationships with current partners and service the agreements

### 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 Development 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

- Manage the workload of the Development Coordinator
- 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.
4. Diversify income streams for the organisation.

## SELECTION CRITERIA

### Essential

1. A proven track record in philanthropy and/or corporate partnerships (min. 3-5 years experience)
2. Demonstrated achievement of annual income targets and experience in major gift fundraising and /or managing high net worth individuals
3. Well established personal networks
4. Strong understanding of the philanthropic and partnership landscape and current trends in Australia, including any legislative, legal and ethical issues related to philanthropic giving
5. Proven ability to develop and deliver strategic initiatives within budget
6. Excellent written and verbal communication skills
7. Outstanding relationship management skills – in particular with individual donors and corporate partners

### Desirable

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

## TO APPLY

PICA is committed to creating a workplace that is culturally aware and is as diverse as the audiences we present to. We encourage submissions for this role from Aboriginal, Torres Strait Islander and Culturally and Linguistically Diverse applicants. We also encourage submissions from people who identify as living with disability. If at any stage of the application or recruitment process you require any accommodation, please contact us.

Your application should be submitted by email and include two pdf attachments:

- A written response to the above selection criteria (no more than two pages)
- A CV with two current references (no more than two pages)

For enquiries about this role or your application, please contact PICA's General Manager, Georgia Malone at [business@pica.org.au](mailto:business@pica.org.au) or 9228 6300.

Applications are due by **5pm on Sunday 7 August** to Georgia Malone, General Manager at [jobs@pica.org.au](mailto:jobs@pica.org.au)