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Sculpture by the Sea Incorporated
ABN 84 103 984 756
Trading as 'Sculpture by the Sea'

Bondi
19 October - 5 November 2017

Cottesloe
2 October - 19 March 2018

Part - Time National Philanthropy Manager

A exciting opportunity has become available for a senior and experienced National Philanthropy Manager to join our team at *Sculpture by the Sea*, based in Sydney.

The aims of this role are to:

- proactively seek and manage new private donations for our annual exhibitions and capital fund;
- source new funding through philanthropic foundations
- manage the existing NSW and WA based private donor relationships
- build our Philanthropy program and Philanthropy staff
- manage the events for our Philanthropy Program
- manage the administration of our annual donations

The position will be a initial one year contract with a six month probationary period.

Working from our Sydney office in Surry Hills, this position will be part of a wider team of 16 permanent staff as well as temporary staff and interns during exhibition period when we work from our temporary event office in Tamarama.

The part-time National Philanthropy Manager will report to the Founding Director based in Sydney. The position will also work with our Perth based part time Sponsorship & Philanthropy Manager.

Importantly, there is the opportunity to grow our Philanthropy Program for the role to become full time or to employ additional staff as required.

Position Description

To succeed in this role you will need to be a dynamic individual with outstanding communication and personal skills who enjoys building working relationships with philanthropists and philanthropic foundations to generate funds to support the exhibiting artists and the production of the *Sculpture by the Sea, Bondi* and *Sculpture by the Sea, Cottesloe* exhibitions as free to the public events.

As part-time National Philanthropy Manager you will bring experience of a similar role to our organisation as well as existing philanthropic contacts to drive new private funding opportunities for *Sculpture by the Sea* in order to achieve a set of annual targets for our NSW & WA exhibitions.

Key responsibilities

- Continued management and development of our Philanthropy Program
- Building excellent sustainable relationships with our existing patrons

- Sourcing new private donations
- Managing the day to day organisation and administrative duties related to the *Sculpture by the Sea* Philanthropy Program including mail merge systems, letter mail outs, generating guest lists, general event management and operations for our donor events during the exhibition and throughout the year
- Management of the annual philanthropy communications plan in coordination with the WA Sponsorship & Philanthropy Manager including administration and timely management of all correspondence, including receipts, with patrons and foundations
- Research of and management for successful grant applications including post event reporting as required
- Maintenance of private giving financial database
- Reporting to the Founding Director on a monthly basis the development and growth of our Philanthropy Program
- Working with new and existing scholarship and foundation programs for the exhibiting artists including raising funds for new aspects of our artistic program

Essential Criteria

- a highly motivated self-starter who wants to raise funds for a leading arts organisation
- a keen interest in the Arts
- results driven and passionate about achieving targets for the success of the exhibition
- a successful track record of fundraising and philanthropy management
- excellent verbal communication and personal skills
- excellent written skills
- an analytical approach to problem solving
- excellent team approach with ability to work alone the majority of the time
- experience with Microsoft Office
- experience in database management and mail merge (ACT is the database system that we use)
- the ability to travel interstate as required and each year for at least one week for *Sculpture by the Sea, Cottesloe*
- full Driver's License
- a keen desire to add something to the world through your work

Highly regarded

- Experience with digital fundraising

Qualifications

- A university degree in the Arts, marketing or business
- Proven relevant industry experience working as a Philanthropy Manager

Salary

This one year contracted for two to three days per week part-time position offers a salary of \$80,000 pro-rata dependent on experience.

The role has 4 weeks annual leave to be taken as agreed by *Sculpture by the Sea*. There is also the option to take an extra 2 weeks unpaid leave each year at a time which will not disrupt the organisation. Unpaid extra leave not taken does not accrue from one year to the next. The office closes over Christmas with approximately two weeks of annual leave to be taken at this time.

To Apply

Please send a cover letter detailing your interest in and suitability for the role together with a copy of your resume to Mark Ford via email mark.ford@sculpturebythesea.com or post to Mark Ford, General Manager, Sculpture by the Sea, PO Box 300, Surry Hills, NSW 2010