



PO Box 300, Surry Hills
NSW 2010 Australia

Telephone +61 2 8399 0233
Facsimile +61 2 8399 2322
info@sculpturebythesea.com
www.sculpturebythesea.com

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

Cottesloe
2 - 19 March 2018

Bondi
18 October - 4 November 2018

Australian Exhibition Patrons
Nicola & Andrew Forrest AO
through the Minderoo Foundation

Sydney Exhibition Patrons
Michelle & Guido Belgiorno-Nettis AM
Anita & Luca Belgiorno-Nettis AM

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:

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

The position will be a initial one year contract with a 6 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 WA Stakeholder Consultant.

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 Sydney and Perth exhibitions.

Key responsibilities

- The management and development of the *Sculpture by the Sea* Philanthropy Program for our Sydney and Perth exhibitions
- Building excellent sustainable relationships with our existing donors
- Sourcing new private donations
- Managing the day to day organisation and administrative duties related to the Philanthropy Program including our private giving financial database, mail merge systems, letter mail outs, generating guest lists, general event management and operations for our donor events during the exhibitions and throughout the year

- Management of the annual philanthropy communications plan including administration and timely management of all correspondence, including receipts, with donors and foundations
- Managing relations with the providers of existing scholarship and philanthropic support for the exhibiting artists, including the Helen Lempriere Scholarships, the WA Sculptor Scholarship and artist subsidies provided by our donors
- Researching and making new philanthropic foundation grant applications to support and grow our artistic program and to raise funds to stage the exhibitions, including the management of successful grant applications with the donor and the preparation of post exhibition reports
- Reporting to the Founding Director on a monthly basis the development and growth of our Philanthropy Program
- Drafting of a report on our Philanthropy Program for Board meetings every three months

Essential Criteria

- a highly motivated self-starter who wants to raise funds for a leading national arts organisation
- a keen interest in the Visual Arts
- results driven and passionate about achieving targets for the success of the exhibitions
- a successful track record of fundraising and philanthropy management
- experience managing private functions for donors and fundraising events
- 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 (we use the ACT database system)
- the ability to travel interstate as required for major donor events 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 and regular giving programs

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 with the Founding Director. 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

Interviews will commence ASAP. Please send a cover letter detailing your interest in and suitability for the role, together with a copy of your resume, addressed to David Handley, Founding Director, Sculpture by the Sea, PO Box 300, Surry Hills, NSW 2010 or by email to natasha.king@sculpturebythesea.com