

Position Description

Position Title:	Philanthropy Officer
Reports To:	Head of Development
Salary:	AGIA Level 7 \$71,796 - \$77, 853 plus 10% Superannuation
Terms:	Full Time
Roles Reporting to this One:	None

Bundanon is a unique national and international arts and education organisation situated in regional Australia. Home to a valuable \$46.5M art collection, bequeathed by artist Arthur Boyd, and augmented by a significant contemporary art collection, the organisation creates residential learning programs for students of all ages and operates Australia's largest artist in residence program. Our distinctive public programs bring audiences together with leading artists from all fields, scientists and local voices. More detail on the history of Bundanon, its vision and program, can be found here: bundanon.com.au.

Bundanon has re-opened after a significant transformation, with the construction of a new art museum, education facilities and associated accommodation and café/dining to support a wide range of cultural, tourist and commercial customers.

The Philanthropy Officer will support the work of the Head of Development in building and maintaining a strong pipeline of donor funds to Bundanon. The role will be responsible for the maintenance of all CRM data, coordinate donor receipts, invoices, and acknowledgement communications; support key relationships across a range of stakeholders; assist in the organisation of Patron and other donor events; and other general support to Bundanon's programs for philanthropic, corporate, and individual giving.

The position holder will work full time from Bundanon's Riversdale premises at Illaroo in the Shoalhaven

OVERALL RESPONSIBILITIES

- Support with the management and implementation of the Patrons and Bequest programs and other fund-raising programs at Bundanon
- Support the writing of reporting and acquittal reports for funding received
- Monitor and manage donor related collateral material and mailouts
- Responsibility for the donor CRM data base, its maintenance and timely updating
- Undertake research on new existing and future potential donors and grant makers
- Identify opportunities for corporate funding and sponsorship; support the preparation of applications for support and work with Bundanon program directors in identifying appropriate programs for support.
- Provide support to all activities associated with the Development and philanthropy programs

SELECTION CRITERIA

Essential

- A relevant qualification in business, communications, or marketing (or similar) and/or at least 3 years work experience within a fundraising or marketing team in the arts or related sectors
- An understanding of how to identify and build donor relationships and a willingness to progress in a development career
- Strong experience in and current knowledge of relevant CRM systems including Ungerboek; E-Tapestry and other computer software systems

BUNDANON

- Excellent written and research skills including the ability to draft grant applications and donor communications
- Great attention to detail and a professional approach to the role
- Excellent inter-personal and communication skills
- Flexible attitude to responsibilities and working hours.
- Knowledge of OH&S, Equal Opportunity, and other related legislation

Desirable

- Understanding of working within a government environment
- Relevant tertiary qualifications

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsibility for maintaining accurate donor records and ensuring that communications with donors and prospects are accurately maintained and recorded
- Providing support to Head of Development in donor relationship management and communications
- Planning and support to donor and patron events at Bundanon and elsewhere
- Support the research and identification of resources, funding and partnership opportunities which may contribute to Bundanon's growth and consolidation, through liaison with program staff and others
- Support in the development of documents, including budgets, to articulate Bundanon programs and secure support
- Diary management and coordination of Development activities for Head of Development
- Monitoring pledge payments and other annual giving programs
- Liaison with Marketing and Communications team around donor and other stakeholder communications
- Liaison with finance team on payments; receipts and reporting within the relevant legal and taxation requirements

Other duties as required.

You will have or be required to obtain:

- Current Working with Children Check.
- National Police Check.
- A current NSW Class C driver's license.
- Current full COVID 19 vaccination

To apply, please send a cover letter (optional), a statement against the selection criteria listed above and a full CV including the names of three referees (referees will only be contacted after clearance with the applicant) to:

Jenny Bisset

jenny.bisset@bundanon.com.au

or via post to Bundanon, PO Box 3343, North Nowra, NSW 2541, Australia
by **10am, Friday 10 June 2022**

Enquiries should be directed to:

Julie White, Head of Development

julie.white@bundanon.com.au or 0411 554 533