

BIENNALE OF SYDNEY

The Biennale of Sydney is a renowned exhibition of international contemporary art, the third oldest biennial in the world after Venice and São Paulo. Situated across multiple sites in Sydney, over nearly half a century, the Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,800 national and international artists from more than 100 countries including the work of 52 artists born or living in South-East Asia.

The Biennale of Sydney is committed to free access for all and serves people of all ages and cultures. In 2018, the 21st Biennale of Sydney attracted visitation of over 850,000. Independent research showed that 23% of visitors were international, 52% identified as culturally diverse, 20% speak a language other than English at home and 46% were aged under 35 years. This reflects the important place that the Biennale of Sydney holds in the life of Australia and in its engagement with the world.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Tuesday, 15 October 2019**.

Your application must include:

- a cover letter outlining how you meet the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Email to: employment@biennaleofsydney.com.au

Subject line: Application | Philanthropy Manager

Or via post, marked 'Confidential' to:

Emily Gardener

Biennale of Sydney

Level 4 The Arts Exchange

10 Hickson Road

The Rocks NSW 2000

Applications that do not address the selection criteria will not be considered.

Biennale of Sydney Ltd.

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ROLE STATEMENT

Position Title:	Philanthropy Manager
Department:	Development
Reporting to:	Head of Development
Direct Reports:	N/A
Contract term:	Full time fixed term contract position until 31 December 2020 (with the possibility of extension)

POSITION DESCRIPTION

The successful candidate will be part of a team of highly motivated, specialist staff in delivering one of the world's leading contemporary visual arts events.

The Philanthropy Manager capitalises on the significant growth of the Biennale's benefaction program in recent years by optimising fundraising activities, strengthening relations with local, national and international supporters and diversifying opportunities for audiences to experience a deeper engagement with the Biennale.

The position reports to Head of Development and is responsible to the Director and CEO.

See over for Duties and Responsibilities.

SELECTION CRITERIA

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

<p>Essential Criteria</p>	<ul style="list-style-type: none"> • At least 2 years' experience of income generation, in or within charitable giving from individuals, private client services or sales within a contemporary art gallery and a personal track record of success with developing and maintaining a strong network of contacts. • Effective communication and interpersonal skills (written and face-to-face), with the ability to liaise confidently and diplomatically both externally and internally at all levels and with individuals from a variety of cultures and backgrounds. • Excellent time and planning skills, with the ability to deliver a variety of events to a high standard and work calmly under pressure to meet multiple tight deadlines. • Experience of financial tracking with a strong attention to detail as required to monitor income against targets, as well as the ability to deal with confidential and sensitive information with absolute discretion. • Excellent computer literacy – including knowledge of Windows based applications, Word, Excel, Outlook, Customer Relationship Management databases, and Internet applications.
<p>Desirable Criteria</p>	<ul style="list-style-type: none"> • A keen interest in, and commitment to, the work of Biennale of Sydney and knowledge and understanding of the arts markets and the key players and collectors within this sector both in Australia and internationally. • Good knowledge of the Biennale of Sydney and its various activities. • Able to demonstrate a background in participating in strategic development and the devising and implementing of plans for income generation campaigns. • Entrepreneurial, proactive and self-motivated, with a flexible approach and ability to work unsupervised on daily tasks and to use initiative to achieve results in a fast-paced environment. • A creative, innovative and imaginative approach to attracting new business with the ability to think outside the traditional function.

DUTIES AND RESPONSIBILITIES

Planning and Strategy	<ul style="list-style-type: none"> • Working with the Development team, set priorities and devise philanthropic strategies for the Biennale. • Implement a strategic plan that will attract new donors and result in new partnerships with individuals and private foundations. • Develop innovative and effective methods for identification, cultivation, solicitation and stewardship of private patrons and foundations.
Benefaction	<ul style="list-style-type: none"> • In close collaboration with the Head of Development, Deputy Director, Director and CEO, Board of Directors and Benefaction Committee, identify and secure new Benefactors and major gifts to raise vital funds towards the Biennale of Sydney's annual income targets. • Ensure relations with patrons are professionally managed, maintaining a high level of servicing and delivering on agreed outcomes. • Sustain activities of networking, prospecting and following-up referrals and leads. • Prepare tailored proposals for new and existing supporters with the support of the Exhibition, Programs and Learning, Marketing and Development teams. • Manage donor transactions and issue gift receipts in a timely manner.
Donations and Gifts in Wills	<ul style="list-style-type: none"> • Manage acquisition, loyalty and reactivation campaigns, developing innovative new revenue streams/programs and fundraising strategies for entry-level donations (\$2–\$2999). • In consultation with the Communications team, plan, launch, coordinate and evaluate the Biennale's crowdsourced fundraising strategy and Gifts in Wills strategy.
Events	<ul style="list-style-type: none"> • Develop and professionally deliver a range of Benefaction events, including fundraising events, exhibition openings, as well as special private viewings for VIP guests. • With the support of the Guest Relations Assistant, implement and evaluate the Friends and VIP programs for the 22nd Biennale of Sydney. • With the Communications team, manage electronic invitations. • Manage guest lists, invitations, RSVPs and door lists. • Represent the Biennale at events, as appropriate.
Research and Evaluation	<ul style="list-style-type: none"> • Increase the organisation's skills and knowledge in private sector fundraising. • Analyse existing environmental, competitive and industry research that identifies new business development opportunities for the Biennale. • Evaluate the current donor programs regularly, ensuring best practice, effectiveness, relevance and opportunities to increasing revenue generated through donations. • Review and evaluate internal data on philanthropic development. • Prepare reports including performance against budgets.

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Budget	<ul style="list-style-type: none"> • In close collaboration with the Head of Development, monitor philanthropic revenue and expenditures to achieve KPIs on time and within budget. • Prepare invoices and accounts for payment. • Provide Head of Development with budget reports as required.
Administration	<ul style="list-style-type: none"> • Prepare written communications and respond appropriately to enquiries about the Benefaction, Friends and the VIP programs. • Ensure the Biennale Style Guide is adhered to across all materials and communications. • Maintain foundation and private patron contacts in the Biennale's relationship database (Salesforce). • With the Head of Development, oversee all incoming information and material relating to private foundations, benefactors and donors. • Assist with office administration tasks including preparation of internal and external reports, filing and other duties as required. • Keep up to date with industry trends and cultural activities.
Exhibition support	<ul style="list-style-type: none"> • Assist with onsite roles during each exhibition period, as required by the staff roster. • In coordination with Finance and Administration, manage donation boxes at non-museum venues.
Staff and Contractors	<ul style="list-style-type: none"> • Assist with onsite roles during each exhibition period, as required by the staff roster. • In coordination with Finance and Administration, manage donation boxes at non-museum venues.
Work, Health and Safety (WHS)	<ul style="list-style-type: none"> • All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct. • Participate in WH&S Committee meetings, as required.
Key Performance Indicators	<ul style="list-style-type: none"> • Achieve fundraising targets. • Ensure high level of benefactor engagement and year-to-year retention levels. • Successful deliver all events for the 22nd Biennale of Sydney, on time and within budget. • Collaborate with Development team members to achieve ambitious development targets and organisational goals. • Demonstrates positive working relationships with all departments of the Biennale of Sydney.