

# biennaleofsydney

## Head of Development (Parental Leave Cover) Information Package

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## THE BIENNALE OF SYDNEY

The Biennale of Sydney gathers on the ancestral land of the Gadigal people of the Eora Nation. We acknowledge all Traditional Owners of Country and recognise their continuing connection to land, waters and culture. We pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is a leading international contemporary art event. It plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation. The Biennale presents the most dynamic contemporary art from around the globe in venues across Sydney (and beyond) with exhibitions that ignite and surprise people, spark dialogue, cultivate connections and inspire action through meaningful, shared arts experiences. The Biennale of Sydney amplifies the voices of artists and tell the stories of our global communities, as they drive momentum for lasting cultural change.

Established in 1973, it is one of the oldest biennials in the world and the largest event of its kind in Australia. The Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,900 national and international artists from more than 100 countries.

The Biennale of Sydney is committed to free access for all. More information on the Biennale can be found [here](#).

## WORKING FOR THE BIENNALE OF SYDNEY

The Biennale of Sydney fosters a collaborative and respectful workplace culture, with a team as diverse as the exhibitions we present and the audiences who experience them. We actively encourage Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, LGBTQIA+, people with disability and those who have diverse experiences of our world to join the Biennale of Sydney team.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you are applying for a position and have support or access requirements, let us know in your application or by contacting the nominated person in the advertisement.

We also support a flexible working environment at the Biennale of Sydney and are happy to discuss how this role could be done flexibly. There is no 'one size fits all' approach to flexible working, including time commitments. We can work with you to rethink where, when and how your work can be done.

The Biennale of Sydney believes that art should be accessible to all. Thanks to our generous supporters, our exhibitions are presented with free admission for all to enjoy. For our employees, we provide professional development opportunities to enrich and develop your love of the arts while valuing the specific skills and experiences you bring to the Biennale of Sydney. As a not-for-profit organisation, we also offer salary packaging options.



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## ROLE STATEMENT

**Position Title:** Head of Development (Parental Leave Cover)  
**Reporting to:** Chief Executive Officer  
**Direct Reports:** Grants and Advocacy Manager, Partnerships Manager, Philanthropy Manager  
**Contract term:** This is a full-time parental leave cover through to 29 September 2023

## POSITION DESCRIPTION

The Biennale of Sydney is seeking a highly skilled candidate to lead the Biennale's development team. The position offers the rare opportunity to take a senior role in a small, highly ambitious organisation that plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation.

The Head of Development will make a significant contribution as part of the senior management team. The position is integral to the Biennale's activities, responsible for stakeholder management and all fundraising aspects of the organisation, including the planning, execution, and evaluation of the Biennale's fundraising program. The role leads a team of talented development professionals to achieve financial resilience of the Biennale through diverse income streams, including grants, donations, and partnerships.

This contract is a full-time parental leave cover through to 29 September 2023. Reporting to the CEO, the Head of Development will lead fundraising and key stakeholder relations for the Biennale following the conclusion of the 23<sup>rd</sup> Biennale of Sydney (2022) and during planning for the 24<sup>th</sup> Biennale of Sydney (2024).

Excellent communication and organisational skills are essential, as well as the ability to work closely and effectively with a wide range of stakeholders.

Externally, the Head of Development liaises with trusts and foundations, benefactors as well as senior representatives of government, corporate and institutional partners. A keen ability to communicate effectively, prioritise, quickly build relationships, and establish trust, organise yourself and others will be key to the success of the individual in this role.

The Head of Development also assists the CEO in managing key stakeholder relations and driving the financial well-being of the organisation. An entrepreneurial and business-minded individual who relishes a challenge, is conscientious, efficient, energetic, determined, and passionate about contemporary art would excel in the role.

Please see over for duties and responsibilities.



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## DUTIES AND RESPONSIBILITIES

### Leadership

- Lead, develop and support the development team
- Maintain a dynamic, effective and cohesive development team
- Manage the team's delivery of fundraising and relationship management requirements by supporting team objectives, goals and targets
- Convene regular team meetings
- Counsel and mentor staff, and provide regular and timely feedback
- Prepare and conduct performance reviews with all direct reports
- Support the organisation's commitment to financial strength, robust governance, and the highest standards of organisational integrity
- Collaborate effectively with other Heads of Departments and team leaders

### Relationships

- In close collaboration with the CEO, establish and maintain productive, collaborative relationships with all Biennale supporters such as government representatives (City of Sydney, Create NSW, and Australia Council for the Arts), trusts and foundations, benefactors, and partners
- In close collaboration with the CEO, represent the organisation as required and deal directly with partners and clients from a senior management level
- Lead on specific projects and pitches for foundations, patrons and partners as required

### Philanthropy

- With the support of the Philanthropy Manager, manage the Philanthropy Program, including prospecting and servicing events
- Review revenue streams, programs and fundraising strategies for the organisation
- Oversee proposals tailored to the needs of individuals and foundations that seek support for the Biennale, including artists' projects and other programs

### Partnerships (Commercial)

- With the support of the Partnerships Manager, manage partner relations, including delivery of agreed benefits and all contractual requirements
- Oversee internal documents relating to partnerships, including budgets, reports, prospect lists, proposals, benefits, and agreements
- In close collaboration with the CEO and Board of Directors, identify strategic opportunities with the private sector, renew existing and secure new business with target companies that deliver cash and in-kind value for the Biennale

### Partnerships (Government and Government Agencies)

- Oversee the preparation of grant applications, reports and acquittals for grants received through international and domestic sources
- In close collaboration with the CEO, guide the Grants and Advocacy Manager in identifying and applying for funding toward the upcoming edition of the 24th Biennale of Sydney (2024)



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- Consult on, review, and edit content of applications, reports, and acquittals prior to presenting to the CEO and/or submitting them.
- Liaise with other Departments to identify artists, projects and programs appropriate for government project funding proposals
- Together with the Grants and Advocacy Manager, ensure the Biennale abides by prescribed grant deadlines and requirements

## Research

- Research and identify opportunities for potential government, philanthropic, corporate and institutional partnerships
- Provide leadership to the Development team in approaching potential supporters
- Prepare contract agreements with foundations, and manage benefits and servicing
- Contribute actively to, and build, the organisation's cumulative knowledge and expertise of fundraising

## Administration

- Plan, manage and monitor development targets, including revenue and expenditures
- With the Head of Corporate Services, oversee the preparation and negotiation of partner agreements
- Provide to the CEO and the Board of Directors with evaluations of cash and in-kind revenue and expenditures against budgets for each Finance, Audit, Risk and Compliance Committee meeting, and Board meeting
- Oversee and manage acknowledgement and credit lines for supporters across all Biennale material, developing a rational framework and ensuring supporters are credited appropriately
- Oversee all incoming information and material relating to partners, benefactors, supporters and suppliers
- Maintain contacts in the Biennale's relationship database, (Tessitura)
- Adhere to the Biennale's organisational timeline as required
- Comply with Biennale policies and procedures, including WHS, and act at all times with integrity

## Event Management

- Lead the Philanthropy Manager, Grants and Advocacy Manager, Partnership Manager in the development and delivery of a range of events, including fundraising, servicing, and stakeholder events
- Review event guest lists, invitations and RSVPs with the CEO and Development team

## Key Performance Indicators

- Lead the development team in meeting supporter expectations as required and achieving revenue targets
- Maintain a high retention rate of supporters between the 2022 and 2024 editions of the Biennale
- Ensure investment in income streams provides appropriate returns



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## APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm** on **Friday 26 August 2022**. Applications that do not address the selection criteria will not be considered.

Your application must include:

- a cover letter outlining how you meet the selection criteria (maximum 2 pages)
- a current CV (maximum 4 pages)
- the names and daytime contacts of at least two (2) professional referees.

Email to: [employment@biennaleofsydney.com.au](mailto:employment@biennaleofsydney.com.au)  
Subject line: Application | HoD (PLC)

or via post, marked 'Confidential' to:

**Federico Bornatici, Head of Corporate Services**  
Biennale of Sydney  
Level 4, The Arts Exchange  
10 Hickson Road  
The Rocks NSW 2000

## Selection Criteria

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

### Essential Criteria

- Strong leadership experience, coordinating a team's day to day activity and managing priorities and deadlines
- Proven high-level attention to detail and follow through, with an ability to work collegially and exercise initiative
- A professional and dynamic approach focused on finding positive solutions and creating goodwill
- Excellent written and oral communication skills with the ability to operate with diplomacy, tact and empathy
- Experience in building strong stakeholder relationships and maintaining partnerships
- Proven proficiency in financial literacy, with the ability to forecast accurately and manage expenditure to maximise outcomes against budget
- Target-driven and goal oriented. Highly motivated with the ability to think strategically about new business development opportunities
- Database and contact management skills

### Desirable Criteria

- Relevant tertiary qualification or experience working at a senior management level
- Knowledge of contemporary art, in Australia and internationally

