



BIENNALE OF SYDNEY

The Biennale of Sydney acknowledges the Traditional Owners of Country, in particular the Gadigal people on whose land the Biennale of Sydney is located. We recognise their continuing connection to land, waters and culture and pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is one of the leading international contemporary art events. 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 with exhibitions that ignite and surprise people, sparking dialogue, cultivating connections and inspiring 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 the third oldest biennial in the world after Venice and São Paulo and the largest exhibition 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.

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 Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, 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.

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.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Friday 19th December 2025**.

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

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

ROLE STATEMENT

Position Title: Philanthropy Manager

Department: Development

Reporting to: Head of Development

Remuneration Package: \$80,000-95,000 pro rata plus superannuation (depending on experience)

Contract term: Ongoing contract with a 6-month probationary period

POSITION DESCRIPTION

The Philanthropy Manager is responsible for driving the Biennale of Sydney's philanthropic revenue, cultivating strong relationships with donors and foundations, and delivering a high quality benefaction program across each Biennale edition. The role leads major gift fundraising, manages annual campaigns and donor engagement activity, benefactor events including national and international trips. This position ensures accurate donor data, compliant administration and clear reporting against targets, working collaboratively across departments to support organisational goals. The Philanthropy Manager plays a key role in shaping meaningful donor experiences and securing the long-term sustainability of the Biennale.

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:

Essential Criteria	• Experience delivering philanthropic and benefaction programs, including major gifts, giving circles and private foundations. • Ability to plan and deliver successful fundraising campaigns, including EOFY. • Strong donor relationship and stewardship skills, with experience delivering high quality benefactor and VIP events. • High level of administrative and CRM capability, ideally Tessitura, with accurate records, receipting and compliance. • Ability to analyse and report on fundraising performance, manage budgets and use insights to improve outcomes. • Strong communication, collaboration and project management skills, with the ability to work across teams and uphold organisational standards.
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Desirable Criteria	• Experience working in an arts and cultural organisation, or a strong interest in the arts. • Experience using an eDM platform such as Wordfly or MailChimp
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Philanthropy Manager

DUTIES AND RESPONSIBILITIES

Planning and Strategy	• Manage development and delivery of philanthropic strategies for each Biennale edition, aligned with organisational priorities. • Develop innovative and effective methods for identification, cultivation, solicitation and stewardship of private patrons and foundations. • Manage Tessitura records and ensure compliance with Biennale policies.
Benefaction	• Secure new revenue streams through major gifts, private foundations, and benefactor programs, working closely with leadership and the Benefaction Committee. • Manage the benefaction tier program and associated events • Ensure a high level of benefactor engagement and exhibition-to-exhibition retention levels. • Cultivate and steward high-value patron relationships with consistent, professional servicing. • Successfully deliver annual events program as laid out in the strategy, including a national and an international benefactor trip each edition. • Prepare compelling proposals and reports in collaboration with curatorial, programs and marketing teams. • Sustain activities of networking, prospecting and following-up referrals and leads. • Manage donor transactions and issue gift receipts promptly.
Donation Campaigns	• Grow entry-level donations and implement loyalty/reactivation campaigns (ArtSeen and general giving). • Manage annual EOFY campaign, End of Year Appeals and any targeted campaigns throughout the year. • Manage on-site donations and innovative crowdfunding strategies during the exhibition
Gifts in Wills	• Manage a Gifts in Wills strategy for the Biennale
Events	• Plan and deliver a benefaction and VIP event schedule that deepens relationships and contributes to fundraising outcomes across the 2-year edition period • Represent the Biennale at patron and sector events. • Manage event strategy, planning, guest lists, invitations, and RSVPs

Research and Evaluation	• Conduct market, industry and competitor analysis to identify opportunities. • Evaluate donor programs regularly for effectiveness and revenue growth. • Prepare clear reporting against KPIs, budgets and fundraising targets. • Manage post-exhibition donor surveys and debriefing, record and implement feedback
Budget	• Monitor philanthropic revenue and expenditure, ensuring delivery within budget. • Provide timely budget reports and forecasts. • Prepare invoices and accounts for payment. • Provide Head of Development with budget reports as required.
Administration	• Manage donor records, acknowledgements and communications in line with the Biennale's style guide and processes. • Support cross-departmental collaboration to achieve development targets. • Ensure all work is delivered and reviewed according to set review & approval timeframes • Maintain Biennale of Sydney Style guide across all donor materials • Supervise admin and event support tasks where required. • Assist with onsite roles during each exhibition period, as the staff roster requires.
Work, Health & Safety (WHS)	• All staff are required to take reasonable care of their health and safety and other personnel (including volunteers and interns) who may be affected by their conduct. • Participate in WH&S Committee meetings, as required.
Key Performance Indicators	• Achieve philanthropic fundraising revenue target set for each edition. • Maintain benefactor retention rate of over 80% and identify/qualify 60 new major gift prospects per Biennale edition. • Deliver all philanthropy campaigns and benefaction events per strategy (including 1 national trip and 1 international trip) on time and within approved budget. • Donor Servicing – Ensure 100% of gifts receipted within 48 hours, and deliver minimum 3 tailored engagement touchpoints annually for each benefactor tier donor and above. • Provide accurate philanthropic budget details monthly and ensure 100% alignment with Tessitura donor data. • 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.