

# POSITION SUMMARY

## PHILANTHROPY AND PARTNERSHIP COORDINATOR (CC458)



<b>Directorate</b>	Cultural and Community Services
<b>Section</b>	Museum Unit
<b>Classification</b>	Band 3, Level 3, Grade 9
<b>Position Status</b>	Permanent Part-time (22.5 hours per week)
<b>Commencing Salary Range</b>	\$978.23 - \$1027.75 per week
<b>Reports to</b>	Museum Manager
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Visitor Information Centre, Bathurst

### Position Purpose

The role of the Philanthropy and Partnership Co-ordinator is to lead, manage and develop revenue opportunities and increase engagement from individuals and organisations for the Bathurst Cultural Fund.

The aim of the Fund is to support Council's growing portfolio of cultural facilities.

In this role you will inspire and engage a broad portfolio of donors under the leadership of the Bathurst Cultural Fund Board of Trustees.

Using a philanthropic model of investment, you will implement plans which generate funding growth and be responsible for identifying a portfolio of prospects and managing relationships including commercial partnerships, essential to the ongoing fundraising goals of the Fund.

In this role you will be responsible for the strategic and operational activities that drive and deliver this essential fundraising stream.

### Key Responsibilities

- Manage relationships with, and income from, individual donors and key decision makers in philanthropic funding bodies
- Identify, develop and trial new income streams and programs to grow funding for the Bathurst Cultural Fund
- Work with Council's Community and Cultural Services team in meeting identified fundraising targets together with Council's existing cultural facilities
- Develop and oversee the implementation of a Donations, Fundraising, Sponsorship and Marketing Strategy for the enhancement of Council's cultural facilities.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Professional Experience

- Minimum 5+ years fundraising experience in not-for-profit sector; specialising in Major Donors and Trusts & Foundations, particularly with a cultural portfolio
- Tertiary qualifications in communication, fundraising, marketing or similar
- Understanding of public relations and experience in relationship management
- Experience in leading or contributing to funding streams from philanthropists / major donors through successful implementation and management of fundraising strategies
- Ability to operate both strategically and tactically when considering the relations between potential donors and fundraising goals and to provide specialist expertise in the area of major gift giving
- Experience in managing systems and processes for efficient and effective donor relations, fundraising and business development
- Experience in fostering and developing partnerships with the private sector.

### Personal attributes

- A self-starter with a strong sense of personal responsibility
- Confident with managing multiple deadlines and competing priorities
- A natural communicator who enjoys working with people and inspiring others with confidence and enthusiasm
- Operates with a high degree of personal integrity and professionalism
- Has strong sense of initiative and ability to act with discretion.

### Desirable

- Experience in Government not-for-profit environment.
- Experience in cultural sector.

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- 22.5 hours a week (actual work days negotiable)
- Probationary period of 4 months
- Four weeks annual leave (pro-rata)
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug & alcohol testing) and audio required as part of selection process.

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