

MUSEUM OF BRISBANE

POSITION DESCRIPTION

Position Title: Fundraising and Business Development Manager

Reports to: CEO/Director

Date: November 2023

Purpose of Position

The Fundraising and Business Development Manager will lead sustainable and diversified revenue growth for the Museum of Brisbane through philanthropic and corporate partnerships.

Working directly with the Museum's CEO/Director and leadership team, you will cultivate long-term and personalised relationships with donors, trusts and foundations, develop dynamic supporter engagement initiatives including MoB Members, and execute creative partnerships with the corporate sector.

Embedding best practice models of fundraising and development, you will lead all aspects of supporter cultivation and stewardship with the private sector including prospect research, tailored approaches, contracting, communications and administration.

We seek a dynamic and skilled individual who thrives in a creative environment with extensive fundraising and development experience in the arts, cultural, community or not for profit sectors.

Key Responsibilities:

- Develop and implement a strategy for donor cultivation and stewardship to encourage continued and increased support from existing and lapsed donors;
- Maintain and grow an active and sustainable pipeline of prospective donors;
- Manage the current portfolio of corporate partners by delivering high quality relationship management;
- Establish an active and sustainable pipeline of prospective corporate partners;
- Identify and build relationships with trusts and foundations, private wealth management advisors and PAFs;
- Lead campaigns, special events and other initiatives to drive revenue outcomes and supporter engagement;
- In collaboration with Marketing and Experiences teams, lead a dynamic MoB Members program with strong retention and year on year growth of membership;
- Deliver timely, consistent and engaging communications to the portfolio of supporters;
- Provide advice, information, and recommendations to the CEO/Director, leadership team and relevant stakeholders about emerging issues and to support business development outcomes
- Manage supporter insights and data, commercial contracts, and administration for the portfolio;
- Generate impact and partnership reporting, acquittals and other reporting requirements;
- Other duties from time to time as required.

Selection Criteria

The successful applicant will demonstrate all or most of the following:

- Demonstrated experience (3+ years) in fundraising, business development and corporate partnerships within the arts, cultural, or non profit sectors.

- Outstanding relationship management and communication skills.
- Highly developed interpersonal skills with the ability to negotiate and communicate effectively with a diverse range of stake holders.
- Excellent planning, time management and administrative skills including experience using CRM systems to administer donor and corporate relationships.
- Demonstrated ability to work in a dynamic team environment, with proven success in achieving high quality, innovative results.

To apply:

Submit a copy of your Resume including two references and a cover letter outlining your experience and interest in the role.

Applications due by 9am Monday 27 November

Email employment@museumofbrisbane.com.au

Details:

Full time.

Flexible working arrangements available.

Salary range: \$80,000 - \$90,000 (plus super).

Annual Leave: 20 days.