



The  
Wheeler  
Centre  
Books  
Writing  
Ideas

## POSITION DESCRIPTION PHILANTHROPY MANAGER

<b>TERM:</b>	<b>Full-time, two years (renewable)</b>
<b>REPORTS TO:</b>	<b>Head of Development</b>
<b>DIRECT REPORTS:</b>	<b>None</b>
<b>SALARY RANGE:</b>	<b>\$80,000 + statutory superannuation</b>

### Who We Are:

At the start of its second decade, the Wheeler Centre is at a point of transformation. With a new CEO and a new Strategic Plan, the Centre is dedicated to reimagining a post-Covid-19 arts and culture sector that prioritises access, inclusion and community.

The Wheeler Centre is Melbourne's home for smart and engaging public talks on every topic. It exists to nurture the development and celebration of literature in Melbourne and beyond, and to encourage broad public engagement in books, writing and ideas. Our vision is to inspire curiosity, connection and engagement through the transformative power of storytelling.

Stories, conversations and ideas come together on live and digital platforms to celebrate and amplify the myriad voices that celebrate our creative connections.

We will work together to achieve this through:

- Championing writers
- Supporting the writing sector
- Elevating public conversation
- Engaging audiences
- Exemplifying inclusion and accessibility
- Future-proofing our approach

### You Are:

- **A strategic thinker**, with the ability to develop and implement strategies relating to philanthropy and donors at the Wheeler Centre;
- **A researcher and project manager**, who is able to find and use information and data to identify, attract, manage and nurture relationships with donors and sponsors;
- **An excellent communicator and collaborator**, who can communicate and work effectively with stakeholders at every level of the organisation, as well as externally, including colleagues, funding bodies, Board directors, government stakeholders.
- **A customer-focused networker and relationship-builder**, who can represent the Wheeler Centre at events and to a diverse range of important stakeholders, and maintain effective relationships with those stakeholders. Having existing networks and contacts would be desirable.



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- **An experienced fundraiser (desirable)**, who can manage and grow the Centre's philanthropic support through campaigns, stewardship, and tailored donor programming
- **A proficient writer**, who can write clearly and succinctly across different formats and media, including email, formal letters, campaign collateral, reports, grant applications and acquittals;
- **A pro-active self-starter**, who can work within a small but high-functioning team to lead and implement projects with minimal direction;
- **A data-informed decision maker**, preferably with experience in CRMs, ideally Tessitura or similar, and experience in using data analytics to drive strategic decision-making;
- **An organised, systematic planner and multi-tasker** who can juggle multiple priorities and projects and excels at time management;
- **A team player**, who can work efficiently and effectively with your team and other teams in the organisation to manage competing priorities and achieve shared outcomes.

#### Day-to-Day you will:

- Provide assistance to the Head of Development in managing and prioritising the pool of individual major donors and prospects from existing audiences using the Centre's CRM system (Tessitura), CEO, Board, contacts and other sources.
- Develop new strategies that deepen donors' commitment to the Centre and work with the Head of Development to implement them.
- Manage the identification, cultivation and stewardship of donors and sponsors through qualitative research, data analysis, tailored programmes and personalized communications.
- Maintain accurate donor tracking records and files in TWC's CRM/ticketing database.
- Assist to prepare solicitation and donor mailings, including direct mail solicitation, invitation letters, receipts and acknowledgment letters.
- Coordinate small and large donation campaigns, working with the Marketing Team, to build the donor pipeline and increased support for the Centre.
- Represent the Wheeler Centre to internal and external constituents as necessary.
- Collaborate with the Head of Development, Director, volunteers and Board of Directors as required to identify new donors to all giving programs, including attending Development Council meetings as required.
- Support the planning and execution of prospect and current donor cultivation and stewardship events
- Research prospective philanthropic donors to the annual giving program and prepare donor profiles based on research.
- Prepare solicitation materials and tailor written proposals, including grant applications to trusts and foundations, progress reports and acquittals, with guidance from the Head of Development.



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- Manage the TWC Development Email and manage all correspondence with individuals seeking to learn more about giving to the Wheeler Centre.

### Success Looks Like:

- An increase in philanthropic income to the Wheeler Centre;
- Clear and timely communications with donors and stakeholders;
- The development of development strategies, created in collaboration with the Head of Development;
- Contribution to a high-functioning development team and to clear and efficient workflows with other teams in the organisation.

### How to Apply

#### *Enquiries*

Further information about the Wheeler Centre is available at [wheelercentre.com](http://wheelercentre.com). Confidential enquiries can be made to Romy Ladowsky on 03 9094 7809

The Wheeler Centre is committed to access and inclusion, and to creating a team that reflects the diversity of the communities we serve. We encourage applicants who identify as First Nations, culturally and linguistically diverse, D/deaf, disabled, and LGBTIQA+. We encourage applicants who have previously faced barriers to working in the arts and cultural sectors and are committed to helping you overcome these barriers. If you require advice or support during the recruitment process, we would love to hear from you.

#### *Submitting an Application*

Applications should include:

- A cover letter outlining why you are the right candidate for this role and responding to the key attributes above
- A current CV, including the contact details of two professional referees

Applications should not exceed six pages in length.

#### *Application Format*

Applications should be addressed to Romy Ladowsky at the Wheeler Centre for Books, Writing and Ideas.

Please combine your application into a single PDF document, with the filename

- “Last Name First Name – Philanthropy Manager”.
- Applications should be submitted by email only to [recruitment@wheelercentre.com](mailto:recruitment@wheelercentre.com)
- Late applications will not be accepted.

Further information about the Wheeler Centre and the City of Literature initiative is available from <http://wheelercentre.com>

The closing date for applications is **Thursday 23 September at 5.00pm** (extended)