

Senior Philanthropy Manager

ABOUT MUSEUMS VICTORIA:

Museums Victoria is a diverse and exciting place to work. Across our venues - Melbourne Museum, Royal Exhibition Building, Bunjilaka Aboriginal Cultural Centre, Immigration Museum, Scienceworks, Melbourne Planetarium and IMAX cinemas – we present unique and exceptional experiences for more than 2 million visitors each year, who come from all over Australia and around the world to be inspired and to learn about themselves and the universe we inhabit.

To learn more about Museums Victoria, please visit <https://museumsvictoria.com.au/about-us/>

THE OPPORTUNITY:

Museums Victoria, Australia's largest public museum organisation is seeking a **Senior Philanthropy Manager**. We are looking for a motivated and organised individual to join the Development team to develop and implement a comprehensive fundraising and philanthropy strategy; soliciting, securing and managing major gifts, donations, bequests and grants, driving strategic fundraising campaigns throughout the year and managing the administration of the Museums Victoria Foundation and Committee.

Working with Museums Victoria Development team, core functions of this position include:

- Developing and executing an ambitious, innovative and comprehensive fundraising program that results in significant philanthropic gifts to support Museums Victoria's capital projects, exhibitions, education initiatives, public programs, research and collections.
- Managing, motivating and leading the Philanthropy team to deliver successful donor acquisition and stewardship activities to achieve strategic objectives, targets and KPIs. Building and maintaining strong relationships with current and prospective philanthropic supporters, pursuing high-impact opportunities and ensuring maximum donor retention and growth.
- Authoring, producing and delivering clear and compelling customised philanthropic proposals, presentations, briefs and reports in a timely manner. Managing all stages of proposal development including research (curatorial and otherwise), authoring, editing and content contributions from a range of departments. Evolving proposals and presentations in response to donor priorities, competitor activity and insights.
- Developing and implementing efficient and effective processes to manage and maintain accurate records and reports, receipting, invoicing, finance systems and CRM records relating to all philanthropic, donor and Development activity.

Relevant skills and attributes:

- Senior management experience, including a track record of achievement in the growth of philanthropy and fundraising. A proven track record in donor cultivation and solicitation including asking for and securing major gifts and developing compelling proposals that generate fundraising revenue, including private giving, regular giving, planned giving, grants and engagement with Trusts and Foundations.
- An enterprising and strategic mindset and ability to work in a fast paced environment, with exceptional people, process and time management skills to motivate and lead a team, and effectively and efficiently manage short and long-term priorities, large and complex projects and competing priorities.
- Exceptional communication and presentation (written and verbal) skills, with the ability to persuasively convey the organisation's mission to diverse groups, including major donors,

foundation executives, Board Members and others critical to the Museums Victoria's prosperity.

- An ability to drive new revenue streams through philanthropy, influencing and managing complex negotiations and legal agreements, adapting content, style, message or tone to suit the audience.

Please see our Role Statement for a copy of the full Key Selection Criteria and Duties.

OTHER INFORMATION:

Reporting to the Head, Development, this is an exceptional opportunity for a committed individual to apply their skills and lead a growing team. This role is a full-time, ongoing. The salary on offer is \$125,893 per annum (Base of grade) plus 10% superannuation.

HOW TO APPLY:

To view the position description, visit [Careers - Museums Victoria](#)

For more information about this position, please contact Leila Akbarzadeh (Head of Development) on email: lakbarzadeh@museum.vic.gov.au

To apply, it is **mandatory** to submit the following:

- A brief cover letter that outlines your interest in this role.
- A current CV detailing relevant experience.
- A brief document outlining your responses to the key selection criteria.

Please note: Applications that do not include the above elements will not be considered.

Applications Close: Thursday, 2 June 2022 (11.59pm)