



Position description and selection criteria

Development Manager, Bequests and Friends
Directorate
EL1

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| Position title: | Development Manager, Bequests and Friends |
| Section: | Directorate |
| Classification: | Executive Level 1 |
| Immediate supervisor: | Head of Development and Membership |
| Status: | Non-ongoing 18-months, full time, with a view to permanent |
| Location: | Canberra, ACT |
| Application close date: | 11.30pm AEDT on Sunday, 9 October 2022 |
| Position contact: | Annalisa Millar A/g Assistant Director, Public Engagement and Development on 02 6208 5040 or Annalisa.millar@nma.gov.au |

If you are deaf, hearing or speech impaired, you can contact us through the [National Relay Service](#), TTY call 133 677, Speak and Listen 1300 555 727.

The job opportunity

The Museum has an exciting opportunity for a highly motivated and organised professional to join their passionate and dedicated Development and Membership team in the role of Development Manager, Bequests and Friends.

Reporting to the Head of Development and Membership and working collaboratively across the Development and Friends team, the Development Manager, Bequests and Friends will be responsible for increasing notified bequests along with overseeing the management of the Friends program.

You will manage and grow the Museum's bequest program, increasing the financial capacity of the organisation to support a range of programs, exhibitions and acquisition of objects. You will work collaboratively with the Head of Development and Membership to identify and steward donors, as well as developing a highly sophisticated bequest program.

The successful applicant will:

- Oversee the Friends program from a strategic and programming perspective
- Create a detailed strategy and plan to grow notified bequests and establish a bequest program.
- Identify prospects and develop donor profiles through detailed research of known and potential donors.
- Plan, organise and manage the Museum's bequest program to achieve significant revenue targets and generate funds in support of our campaigns.
- Identify and research potential bequest donors including those already in our database and develop their interest to leave a legacy, through personal visits, letters, phone calls and special events.

- Develop and manage communications/donor care plans for bequest donors.
- Maintain donor and prospect notes in the database ensuring this information is treated in a confidential manner and is used appropriately.
- Manage boutique and networking events as needed.

What will the successful candidate bring to the role?

We are seeking a confident and motivated Development Manager, Bequests and Friends with a strong donor-centric approach, a love of forming positive long-lasting relationships and a capacity to articulate and communicate the vision of the National Museum of Australia.

The successful candidate for this position will have exceptional relationship building skills and preferably have an understanding of growing bequests within a cultural organisation setting.

You are organised, prepared and detail-orientated and understand the importance of follow-through. You will possess excellent research skills along with a sound knowledge of Australia's high net-worth individuals, families, trusts and foundations. You will also possess excellent written communication skills along with strong analytical and problem-solving skills.

The incumbent will have proven experience in taking responsibility and achieving quality outcomes. They will be a strategic thinker who is flexible, adaptable and experienced in dealing with sensitive issues. A strong communicator, with project management experience and proven capacity to effectively plan and organise their own work and the work of others.

Expectations

The Museum expects all employees to display these professional capabilities, as relevant to their position and classification.

Leadership

Demonstrate leadership in how programs are delivered, striving to create a new benchmark in excellence.

Collaboration and connection

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

Courage and innovation

Be bold and decisive, embrace challenges and opportunities and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

Agility and resilience

Embrace and respond to change as a normal part of our working environment.

Respect and integrity

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

Selection criteria

Applicants are invited to write a two-page pitch maximum (addressing the following selection criteria) on their suitability for the position.

1. Proven success in establishing and or managing a bequest program or major philanthropic program.
2. Demonstrated strategic thinking capability.
3. Demonstrated record of achievement in establishing and managing productive working relationships with internal and external stakeholders together with highly-developed interpersonal, client service and negotiation skills.
4. Well-developed project management, time management, problem-solving skills, attention to detail and experience in strategic oversight of high-end events.
5. Excellent written and verbal communication skills and a demonstrated ability to prepare and present partnership proposals as well as the ability to represent the organisation in a range of contexts.

Applications should include a current resume and contact details for two referees.

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police records check.

Ready to apply?

Visit <https://www.nma.gov.au/about/employment> and apply online.