



HEAD OF DEVELOPMENT

- Vibrant not-for-profit youth music organisation
- Access to professional development, professional mentoring and industry association memberships
- Central office in Southbank arts precinct along with flexible working arrangements
- Attractive salary plus superannuation

About the role

At MYO, our purpose is enriching young lives through the power of music.

We believe that music inspires young people to reach their potential, that a commitment to excellence is the foundation for success, and that no young learner should ever be excluded from a quality music education based on disadvantage.

We offer an inclusive and stimulating range of musical activities to bring young people together for the joy of music. At MYO, young Victorians from 8 years of age to tertiary level come together to rehearse and perform in music ensembles including symphony orchestras, string orchestras, symphonic bands, and jazz orchestras.

MYO is recognised as one of Australia's leading centres for ensemble music making and training.

Reporting directly to the CEO, the Head of Development is responsible for

- bringing about our vision that Melbourne Youth Orchestras is understood and valued as central to Victoria's artistic ecosystem and as the place of excellence in ensemble music education for all young Victorian musicians, and
- diversifying sustainable revenue streams to ensure the long-term success of the organisation.

SPECIFIC ROLES AND RESPONSIBILITIES

Fundraising Campaign Strategy and Implementation

- Develop and execute comprehensive annual fundraising plans aligned with MYO's strategic goals.
- Identify, cultivate, and solicit financial support from major donors, corporate sponsors, and foundations.
- Manage donor recognition and stewardship programs to ensure strong relationships and continued support.

Grant Writing and Management

- Identify and prioritise MYO's key funding needs, in consultation with the Chief Executive Officer

- Maintain an awareness of funding opportunities from government and philanthropic sources
- Build and maintain relationships with key contacts in trusts, foundations and government
- Prepare and submit funding applications, acquittals and reports for funding bodies

Strategic Communications

- Develop and implement strategic communications plans to enhance MYO's visibility and reputation.
- Create compelling content for fundraising materials, including newsletters, annual reports, and social media platforms.
- Coordinate media relations activities and cultivate relationships with press contacts to promote MYO's programs and events
- Oversee the introduction of new public-facing events designed to build MYO's brand awareness in the general community and with key influencers
- With the CEO, identify opportunities to lead and influence discourse and public policy on music education in Victoria.

Alumni engagement

- Develop and implement strategies to engage MYO alumni, fostering lifelong connections and support.
- Plan alumni events, reunions, and networking opportunities to strengthen relationships and encourage continued involvement.

Database and Administration:

- Maintain accurate donor and alumni records, ensuring data integrity within the fundraising database.
- Prepare regular reports and analyses on fundraising performance for the CEO and Board.
- In consultation with the CEO and Chair, prepare agendas and minutes for the Marketing and Development Committee

Community Engagement:

- Represent MYO at community events and networking opportunities to enhance MYO's brand awareness and visibility.
- Foster positive relationships with stakeholders, volunteers, and partners.

Child Protection

MYO is committed to promoting and protecting the safety and wellbeing of all children. We have zero tolerance for child abuse. Everyone working at MYO is responsible for the care and protection of children and reporting information about child abuse. The incumbent is required to take an active role in understanding, contributing to and complying with MYO's Child Protection Policy, Child Safety Code of Conduct and Child Safety Procedures.



All MYO employees, contractors and volunteers are required to undergo and maintain current Victorian Working with Children checks.

SELECTION CRITERIA

1. Proven experience in nonprofit fundraising, with a track record of securing major gifts, grants, and sponsorships.
2. Excellent written and verbal communication skills, with experience in grant writing, donor communications, strategic messaging, and alumni engagement.
3. Strong organisational and project management skills, with the ability to prioritise and manage multiple tasks effectively.
4. Knowledge of the Melbourne philanthropic community and arts sector is highly desirable.
5. Proficiency in fundraising platforms (Raisely), CRM systems (Salesforce) and Microsoft Office Suite (Word, Excel, PowerPoint).
6. Outstanding communication skills and the ability to write persuasively for a variety of audiences including youth, families and other stakeholders
7. The ability to build lasting and meaningful relationships with MYO's donors and key supporters
8. An interest in music and the arts and a commitment to youth development and education

Applications

To apply for this role, please submit your CV along with a cover letter and responses to the selection criteria.

Please contact CEO Dorian Jones, dorianj@myo.org.au with any enquiries or to arrange a private discussion.

Apply by email to recruitment@myo.org.au. Applications close Monday 5 August, 5pm.