

Position Description:

Business Relationships Manager, McClelland Sculpture Park+Gallery

Reports to:	Director
Salary range:	\$90,000 plus superannuation & incentive bonuses
Employment term:	Full-time, 3-year contract

About the organisation

McClelland Sculpture Park+Gallery, celebrated as the home of Australian sculpture, is located 45 minutes from the City of Melbourne at the gateway to the Mornington Peninsula. Sixteen hectares of designed landscape and vast areas of indigenous bushland feature more than 100 sculptures. McClelland receives funding through Creative Victoria and the Frankston City Council and from private philanthropy. Plans are now in place to add a fully funded contemporary architectural pavilion to the original building, which opened as Victoria's first bespoke modernist public gallery in 1971. With a wide-ranging collection of 2,200 works of art, the exhibition program focuses on the development of modern sculpture, encompassing various forms of spatial practice, and encourages contemporary artists to develop and address challenging issues current in Australia and in a global context.

About the role

The Business Relationships Manager reports to the Director and works to achieve significant private support for McClelland Sculpture Park+Gallery and its delivery of the core exhibition and education programming. The primary focus of the Business Relationships Manager is to develop, implement and report upon a broad range of engaging, effective fundraising strategies and activities, which reflect the vision of McClelland. With a focus on philanthropy and relationships, the Business Relationships Manager secures grants from trusts and foundations, private support from individual donors, and a range of sponsorship arrangements with both new and established corporate partners. The Business Relationships Manager will also develop and implement the organisation's marketing plan, nurturing and increasing the organisation's audience, of which the members are a significant part. The Business Relationships Manager will assist the Director in managing the small, committed staff and provide strategic planning for a sustainable future for McClelland. This is a role requiring a strong track record in fundraising, marketing and development. Outstanding communication and presentation skills are required, as the Business Relationships Manager will represent the organisation to a range of supporters, private donors, and representatives from the government and corporate sectors.

Primary responsibilities

- Develop and implement effective fundraising strategies, in line with McClelland's vision.
- Set the annual fundraising targets with the Director.
- Brief high-level stakeholders including the Board and the Director on fundraising activities and issues. Represent McClelland at a range of internal and external forums.
- Lead and coordinate all of McClelland's fundraising activities. Make applications and approaches to trusts, foundations, individuals, government bodies and the corporate sector.
- Research prospective donors and new funding opportunities.
- Nurture existing relationships and develop new relationships with donors, trusts and foundations.
- Write proposals, negotiate agreements and complete grant acquittals.

McClelland

SCULPTURE PARK+GALLERY

- Manage all sponsor and supporter hospitality, functions and events in conjunction with the Venue Manager.
- Expand and develop the organisation's membership programs.
- Establish McClelland's marketing plan and coordinate the marketing activities of the organisation according to agreed budget

Selection criteria

1. Proven track record in developing and implementing strategic fundraising plans to deliver private support income.
2. Skilled relationship builder with extensive experience managing key supporters and stakeholders.
3. High level of oral and written communication skills, ability to negotiate and excellent interpersonal skills. Capacity to relate to a range of stakeholders, including Board members, private donors, representatives from government and corporate sectors, philanthropic trustees, creative professionals and artists, staff and contractors.
4. Established networks in the corporate and philanthropic sectors.
5. Ability to think in a creative, analytical and strategic way, with excellent organisational skills and ability to prioritise competing deadlines.
6. Demonstrated marketing experience in a not for profit context.

Other information

- The incumbent will be subject to a six month probationary period.
- McClelland is open Tuesday to Sunday and all public holidays except Christmas Day. This role will involve after hours work in the context of flexible hours.
- McClelland is a smoke free environment.
- The successful applicant will be required to undergo standard checks prior to commencement, including a Working With Children Check.

How to apply

Enquiries can be made to Maudie Palmer, Strategic Manager, on 0439 899 306 or susieraven@me.com

Applications should include a cover letter, a CV including the contact details of two referees, and a response to the selection criteria (maximum six pages in total).

Applications should be submitted by email only to susieraven@me.com

Closing date: 1 October 2017.

Preferred start date: Early November 2017.