
Development Associate

Position Description

Reports to	Development Manager
Term	This is a permanent full-time position
Start date	TBC
Salary	\$65,000 - \$68,000 dependent on experience

About Heide

Heide Museum of Modern Art (Heide) is a public art museum and sculpture park located in Bulleen, Victoria. Heide offers an inspiring, educational and thought-provoking experience of modern and contemporary art, architecture, social history and gardens.

Heide presents 10 to 14 temporary exhibitions per year across five exhibition galleries with associated publications, public and education programs. The exhibition program represents both modern and contemporary art, drawn from the Heide Collections and external sources, and while the focus is on Australian art, it also includes some international projects.

The Heide Collections encompass both the art collection and archives. The art collection comprises more than 3,500 works in all media, and includes a significant representation of Australian modernism from the 1930s to the 1960s. It offers perspectives on modern and contemporary art practice as well as Heide's history. The archives include significant holdings of artists' papers, and documents relating to the professional activities of Heide founders John and Sunday Reed.

Heide is an equal opportunity employer, committed to building a diverse and inclusive workplace that is respectful and supports creativity and innovation. We encourage applications from First Nations people, people of culturally diverse backgrounds, people with disabilities, and people from the LGBTIQ+ community, and provide a working environment that prioritises Cultural Safety. If you need assistance with this application due to a disability, please contact us at employment@heide.com.au or 03 9850 1500.

This vacancy is a rare opportunity to join a group of outstanding professionals dedicated to ensuring Heide flourishes.

About this Position Description

This position description is intended to provide an overall view of the role and may change from time to time to fulfil new business objectives and strategies as they arise.

Primary focus of the position

Heide Museum of Modern Art is a not-for-profit organisation which receives just over one third of its funding from the State Government through Creative Victoria. Individual philanthropy, grants and corporate support are crucial to Heide and have a direct impact bringing Heide closer to its goal of instilling a love of art in new audiences, fostering new and emerging artists and celebrating our

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extraordinary history. This is an exciting opportunity to contribute to the organisation's next chapter, supporting the development of meaningful partnerships and sustainable sources of support that will underpin future growth, innovation and impact.

The Development Associate will support all of Heide's development activities, including fundraising appeals, bequest and major donor relations, grant writing / acquittal, donor events and corporate relationship management. The role includes oversight of and administration responsibilities for Heide's Customer Relationship Database (CRM), Salesforce, and assistance with preparations for a range of development events. The position is ideal for someone who relishes variety in their work and takes pride in getting the details right; shares Heide's passion for art and design; and who is committed to developing meaningful, lasting relationships between donors and our organisation.

Duties

1. Ensure currency of donor and corporate supporter information within the CRM and associated documentation, including:

- Entering contact details and relevant information into CRM, auditing records, de-duping contacts and updating as required
- Developing and maintaining relevant reports on fundraising activities
- Ensuring high quality data is extracted in appropriate formats for fundraising appeals and other donor communications
- Developing and implementing systems for managing donor communications, event guest lists and RSVPs in Salesforce
- Identifying and researching prospective donors and maintaining accurate records, ensuring compliance with relevant privacy and data protection legislation
- Compiling accurate donor and sponsor lists for supporter recognition on gallery signage and publications such as the Annual Report

2. Administration of Heide's CRM including:

- Ensuring the CRM system is appropriately maintained and updated (in consultation with management and consultants)
- Monitoring staff usage of the CRM system to ensure that appropriate utilisation of the system is increasing
- Liaise with departments (e.g.: Membership, Learning) concerning the operation of the CRM and potential CRM improvements for their respective departments
- Ensure the CRM is compliant with privacy protocols and procedures
- Assist staff with utilisation of the CRM and creation of reports

3. Provide support for fundraising events, including:

- Assisting with planning, design and delivery of a range of creative fundraising events, including exhibition previews, major donor functions, artist studio visits and special events for donors

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- Taking ownership of systems for guest list management, including segmentation of key stakeholder groups, for all development events
- Compiling guest briefing notes for major donors events

4. Provide support for grant applications, tracking and relationship management with institutional funders, including:

- Identifying and tracking grant opportunities for which Heide is eligible to apply
- Developing and maintaining accurate records of Heide's successful and unsuccessful grant applications on the CRM and other shared document management systems
- Implementing systems for ensuring acquittals are submitted in a timely way, in accordance with grant guidelines

5. Provide support for the development of successful corporate partnerships, including:

- Ensuring smooth servicing of current corporate partners, including provision of benefits such as complimentary tickets, invitations, logo recognition, etc
- Identifying prospective corporate partners and assisting with the preparation of proposal and pitch documents
- Auditing current and potential corporate partners, ensuring records are up to date and accurate

Key selection criteria

To achieve the purpose of the position, the following experiences, skills and attributes are required:

- Experience of working in a not for profit or arts setting, in a fundraising, communications or events role
- Demonstrated experience of information management and writing to deadlines
- Strong understanding and experience of CRM databases, with experience of Salesforce an advantage
- Knowledge of the arts and philanthropic sectors in Melbourne
- Excellent attention to detail and accuracy in written communications
- Excellent communication, presentation and interpersonal skills
- Excellent organisational skills, flexibility and ability to set priorities and meet deadlines
- Demonstrated ability to work autonomously and as part of a team, with a flexible, positive and collaborative approach
- Availability and flexibility to work occasional evenings or weekends as required for stakeholder events

Other relevant information

- The successful applicant will be subject to a three month probationary period.
- The successful applicant will be required to undergo security clearances performed by the Australian Federal Police, and are required to undergo Heide Environment, Workplace and Occupational Health & Safety inductions.

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- It is the employee's responsibility to understand and adhere to Heide's Policies & Procedures.
- Heide requires all employees to have an understanding of its Risk Management Framework.
- Heide Museum of Modern Art is an equal employment opportunity (EEO) employer and committed to fair and equitable treatment for all employees and potential employees, on the basis of their skills and abilities, whatever their differences in other respects. At Heide we value and respect the diversity of our workforce and we are committed to providing a supportive and healthy working environment that is free of unlawful discrimination, harassment and bullying.

Application Instructions

Applications should include a cover letter, curriculum vitae and a statement addressing the Key Selection Criteria (no longer than two pages total). Please send your application to employment@heide.com.au with 'Development Associate' as the subject line no later than **9am on Friday 24 July**.