

KEY INFORMATION

Contract duration

1 Year Contract

Location

Umbrella Studio, Townsville, Queensland

Status

Part-time (0.6 FTE)

Remuneration

\$32k per year plus bonuses based on performance.

(Invoiced monthly, you will need an ABN)

Leave loading is not included in this contract

Position Description

Partnerships and Engagement Officer

The Partnerships and Engagement Officer will support Umbrella Studio to diversify income streams, with a strong focus on attracting income from philanthropic trusts and foundations, corporate partnerships and sponsorships, individual donors, and community giving. The Partnerships and Engagement Officer will play a pivotal role in attracting income to build the sustainability of Umbrella Studio, enabling the organisation to continue supporting the development of the visual arts in North Queensland.

The Partnerships and Engagement Officer will be responsible for building relationships with decision-makers at funding institutions, develop funding applications and acquittal reports, helping to implement the organisation's Strategic Plan, and support with fundraising event coordination. The Partnerships and Engagement Officer will be able to identify, promote, solicit and steward philanthropic gifts through various fundraising tactics involving trusts & foundations, corporate giving, individuals, bequests and direct marketing. The role will be responsible for updating marketing materials within its scope, and producing new materials as necessary.

Duties and Responsibilities

- Develop, manage and implement fundraising strategy and plan in consultation with key stakeholders;
- Implement a formalised corporate partnership/sponsorship and donor stewardship program;
- Centralise fundraising efforts and ensure the branding and messaging is aligned with the mission of the organisation;
- Develop and manage annual operational plans across all areas of responsibility;
- Support planning for and delivery of key events and campaigns including direct mailing, regular giving, sponsorships, corporate partnerships, major donors, events and community fundraising;
- Develop and nurture relationships with donors, corporate partners and sponsors;
- Develop content for website/social media to improve engagement with supporters;
- Prepare proposals, presentation and contracts for partners;
- Prepare applications for relevant Trusts and Foundations;
- Manage and grow the key donor program, sponsorship opportunities and annual fundraising events;
- Track and report on fundraising outcomes regularly;
- Provide documentation required for reporting of in kind partnerships: eg Proforma Invoices from partner/supplier.
- Initiate tactics for continuous development and quality development processes;
- Maintain safe working environments and practices in accordance with Occupational Health and Safety policies;
- Participate in personal and professional evaluation of work performance;
- Other duties as directed by the Business Manager or Director.

Knowledge, Skills, and Abilities

- Excellent written and interpersonal communication skills
- Ability to liaise and work with supporters and relevant stakeholders
- Ability to work collaboratively in a small dynamic team in a fast-paced office environment
- Ability to work to a high standard and with an eye for detail, working under own initiative to strict deadlines, and managing accounts and projects simultaneously.
- Ability to absorb specialist information across a range of arenas and present this in a simple and effective manner.
- An understanding of CRM systems combined with a proven ability to undertake data and marketing analytics, evaluation and reporting.
- Ability to work in PC environment including high level proficiency in MS Office suite.

SELECTION CRITERIA (ESSENTIAL)

- Experience in fundraising, grant writing, or related fields such as marketing and sales, demonstrating hands-on practical experience.
- Demonstrated experience with setting, managing, and delivering on fundraising targets as well as non-financial KPIs.
- High level computer and online literacy
- Exceptional organisation and time management skills
- Proven ability to work effectively in a small agile team

QUALIFICATIONS

Relevant tertiary qualifications in business, marketing, sales, or other relevant disciplines would be considered an advantage. (attach copies to application)

OTHER REQUIREMENTS

- Must possess a current Queensland 'C' class driver's licence (attach copy with application)
- Must have a permanent right to work in Australia
- Must have the ability to work outside regular office hours if required

BONUSES AVAILABLE

- \$150 – New Cash Sponsorship signed up (\$500-\$1000 value)
- \$250 – New Cash Sponsorship signed up (\$1000-\$5000 value)
- \$500 – New Cash Sponsorship signed up (\$5000+-\$10,000 value)
- \$1,000 – New Cash Sponsorship signed up (\$10,000-\$50,000 value)
- \$2,000 – New Cash Sponsorship signed up (\$50k + value)
(New meaning – has not previously had a cash sponsorship arrangement with Umbrella in the past two years)

SUGGESTED WORKING HOURS

DAY	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hours	9am-5pm	9am-5pm	9am-5pm				
Break	45min	45min	45min				
Hours worked	7.25	7.25	7.25				

Total Hours worked weekly: 21.75

This position is flexible and can be spread through the weekdays to suit your needs.

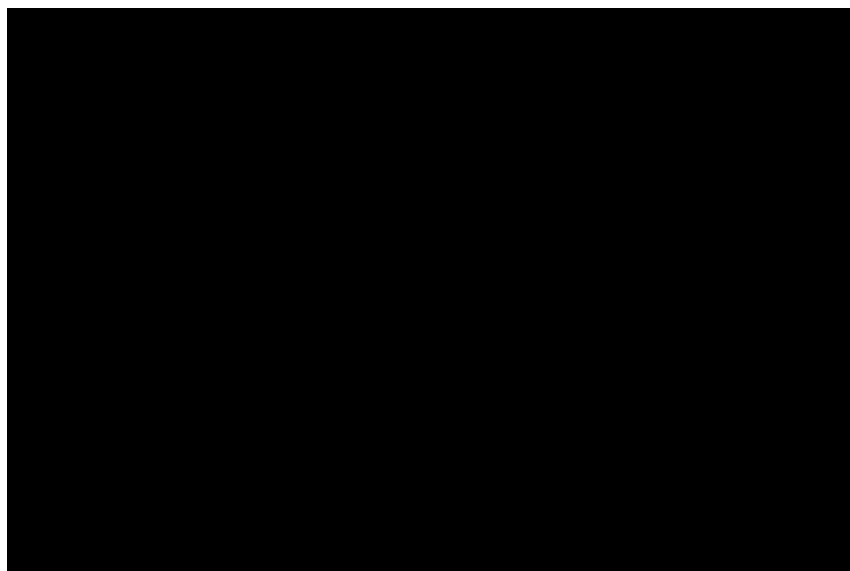
ORGANISATIONAL RELATIONSHIPS

Reports to: Umbrella Studio Director & Business Manager

ORGANISATION VALUES

- Respect
- Integrity
- Sustainability
- Inclusiveness

ABOUT UMBRELLA STUDIO



Video: <https://youtu.be/pOVJM5-q8HU>