**JOB DESCRIPTION**

**Job Title: Acting Development Manager**

**Terms: Full-time, nine month contract (maternity leave cover)**

**Package: $110,000 + 9.5% super**

**Location: Museum and Art Gallery of the Northern Territory, Darwin**

**Responsible to: Head of Engagement**

**Direct Reports: Development Officer**

 **Closing date: 14 March 2021**

 **Submit applications via email**: careers@magnt.net.au

The Museum and Art Gallery of the Northern Territory (MAGNT) is the Northern Territory’s premier cultural and scientific institution. It offers a dynamic and diverse arts, science and cultural program to more than 300,000 visitors each year.

We are the museum and gallery known for our collections and expertise in Aboriginal cultures, natural sciences, histories and arts across Northern and Central Australia and our neighbours to the north.

We connect people to the stories of the Northern Territory. Our collection drives curiosity, exploration and partnerships. Our physical spaces are destinations loved by locals and a must-see for Territory visitors. Our digital connectivity expands the reach of our collection. Our guests tell their friends about their distinctive Territorian experience.

MAGNT has seven venues: Bullocky Point, the Defence of Darwin Experience, Fannie Bay Gaol, Lyons Cottage, the Museum of Central Australia (incorporating the Strehlow Research Centre), Megafauna Central and the Alcoota fossil site. A new Art Gallery opening in Darwin’s CBD in 2023 will add an eighth MAGNT site.

##### Primary Objective

Support the formalisation of partnerships with key external bodies and raise public, private and corporate revenue and support for MAGNT. Develop strong, trusting, respectful relationships with our loyal donors, charitable trusts and foundations, and other grant-making organisations to enhance the MAGNT’s program delivery. Continue the growth of MAGNT’s individual philanthropy program and increase income streams from corporate partnerships and grant funding.

# Key Responsibilities

1. Develop and manage a Development Strategy to support the delivery of MAGNT’s exhibitions, events, acquisitions and programs through the identification of specific potential funding sources, and work with project teams to manage related approaches.
2. Identify and cultivate institutional prospects, prepare grant proposals and manage individual gift solicitation, tracking and acknowledgements and nurture corporate partnerships.
3. Manage an annual grant schedule for identification, research, applications and reporting to funding bodies including trusts, foundations and government entities.
4. Work collaboratively to development appeal collateral content and materials
5. Manage relationships with individual prospects, donors, Ambassadors and key internal and external stakeholders developing and maintaining their interest in MAGNT and ensuring their appropriate acknowledgement.
6. Maintain donor records within the integrated CRM in a respectful and confidential manner.
7. Manage cultivation and stewardship events.
8. Seek new partnership opportunities and develop and present partnership proposals.
9. Manage the Development budget including monitoring expenditure and obtaining value for money.
10. Support an integrated advocacy strategy to support revenue funding and longer term development initiatives.
11. Provide clear, timely and accurate development reports to the Executive and MAGNT Board.

##### Selection Criteria

1. Tertiary qualifications and familiarity with non-profit cultural institutions and/or the visual arts.
2. At least three years of experience in fundraising with a proven track record of success.
3. Knowledge of national and international philanthropic communities.
4. Demonstrated experience in project management planning, including producing campaign materials.
5. Excellent interpersonal, persuasive, and oral and written communication skills with the ability to achieve buy-in from colleagues and to negotiate, advise and counsel to achieve agreed outcomes.
6. Sound computer literacy and data management skills within a fundraising context. Experience with Salesforce an advantage.
7. Highly developed communication and networking skills at the institutional, government and community levels
8. An ability to interact effectively with people from different cultures and a sound understanding of Work Health Safety (WHS) practises to ensure WHS system compliance.

**Additional:**

* This job requires some weekend and out of hours work, including participation in a duty manager roster.
* This role statement is intended to provide an overall view of the role but in addition to this document, the specifics of the role will be described in business work plans.
* MAGNT is an Equal Opportunity Employer and values diversity in the workplace.
* Aboriginal and Torres Strait Island applicants are encouraged to apply.
* Applicants must have full Australian work rights.
* A valid Australian Drivers licence is essential.

**Further Information:**

Applications must address the selection criteria and include three referee contacts.

Referees will not be contacted without prior consent.

For further information please visit our website at [magnt.net.au/careers](http://www.magnt.net.au/) or contact the Director, Marcus Schutenko, (08) 8999 8220 or marcus.schutenko@magnt.net.au

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