



## ARTRAGE HEAD OF PARTNERSHIPS AND PHILANTHROPY

**POSITION TITLE:** ARTRAGE HEAD OF PARTNERSHIPS AND PHILANTHROPY

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**DEPARTMENT:** Executive

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**TERM:** Permanent Full Time 1 FTE (Flexible to offer 0.8 or 0.6FTE)

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**REPORTS TO:** CEO

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**DIRECT REPORTS:** Stakeholder Manager and Partnerships Manager

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**SALARY** \$120,000 - \$140,000 p.a

## **WHO ARE WE**

ARTRAGE Inc. is a not-for-profit charity and one of the oldest arts organisations in Western Australia. We Make Perth Better.

For forty years, ARTRAGE has developed and presented numerous key cultural events and festivals including the much-loved Rooftop Movies (est. 2012), Girls School Cinema (est. 2018), Rooftop Encore (est 2022) and FRINGE WORLD Festival (est. 2011).

## **LOCATION**

The role will operate from the ARTRAGE HQ Office (89 Melbourne Street, Northbridge.) in the short-term and the new ARTRAGE CBD office from mid-2024 onwards. This is an active on-site role and will be based across all relevant ARTRAGE Event sites when required.

## **WHAT WE STRIVE FOR**

OUR PURPOSE is to enrich and evolve the culture of Western Australia.

OUR VISION is to embed ARTRAGE events in the hearts and minds of all Western Australians.

OUR MISSION is to provide enduring benefits for artists, audiences, and a diverse family of stakeholders through providing events with global appeal.

## **ACCESS AND INCLUSION**

At ARTRAGE we support and celebrate diversity. Our site, events and offices are designed with accessibility requirements in mind. See more

<https://artrage.com.au/accessibility>

ARTRAGE is proud to be an equal opportunity employer and reviews all job applications free of any bias and provides an inclusive work environment regardless of a person's sex, gender and/or history, sexual orientation, age, race, religious or political beliefs, marital, pregnancy or family status.

*Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.*

## **ROLE OVERVIEW**

The Head of Partnerships and Philanthropy is responsible for building sources of fundraising revenue to ensure the organisation's sustainability and growth. This role is accountable for delivering the key targets for revenue in the fundraising and

philanthropic portfolio and to improve the organisation's partnerships in tourism. To succeed in this position, you are solutions driven, flexible and resilient and eager to jump on opportunities. You thrive in a fast-paced environment and are ready to roll up your sleeves as part of a high performing and highly adaptable team. The potential growth for this role is extraordinary.

## **ROLE RESPONSIBILITIES**

### **Donor Strategy and Stewardship, and Bequests**

- Review and revise current development, philanthropy and partnership strategies incorporating diversified revenue streams and performance metrics.
- Develop and deliver end-to-end philanthropic campaigns (annual giving, major gifts and bequests) to achieve philanthropic targets.
- Secure donations and bequests from prospective donors and manage and steward relationships with existing donors.
- Devise and implement fundraising events.
- Maintain donor records and relationship progress, complying with relevant legislation.
- Work with the Board Subcommittee including supporting meetings,

### **Trusts and Foundations**

- Support the development team in writing philanthropic foundation grant applications and acquittals and manage relationships with trusts and foundations.
- Research and identify prospective philanthropic opportunities offered through trusts and foundations.

### **Partnerships**

- Work with internal departments to identify prospective projects and partners across sectors and industries. With the Partnerships Manager, oversee strategic planning in this key area of the business.
- Focus on best practice within all sectors and industries. Work closely with the Stakeholder Manager with a focus on the tourism sector to improve relationships and funding opportunities.
- Ensure ethical partnership frameworks are followed in the pursuit and delivery of all new partnerships and sponsorships.

### **Other**

- Work with the Communications team to ensure appropriate acknowledgement of corporate partners, donors, trusts and foundations, across all publications, digital and marketing materials.
- Attend opening nights and special events as required, with a focus on hosting philanthropy.

- Other duties reasonably required.

## **Team and Development**

- Collaborating with the Executive team to develop and implement corporate strategies that align with the ARTRAGE mission, vision, and values.
- Driving growth and stability through sound management, budgeting, and resource allocation.
- Fostering a culture of excellence, inclusivity, and growth, empowering our dedicated staff to achieve their full potential.
- Forging strong collaborations with stakeholders, partners, and community organisations to increase the organisation's reach.

## **Qualifications, Experience and Skills – Essential**

- Minimum 4+ years fundraising experience with campaign management and strong communication skills.
- Extensive experience in achieving revenue targets and growth through a diverse range of funding mechanisms which should include mass fundraising, trusts and foundations, and major/principal gifts.
- A thorough understanding of business development including commercial considerations, negotiation skills, partnership and funding agreements and internal approval processes.
- Proven track record in achieving fundraising targets.
- Proven history of partnering with the tourism sector would be desirable.
- Experience in utilisation of and management of CRM systems (Salesforce).
- Experience in executive leadership roles preferably gained in a corporate services role within the Arts or NFP Sector.

## **THE BENEFITS**

Our-careers offer:

- Supportive environment
- Contributing to the vibrancy of Perth, ARTRAGE and the Arts
- ARTRAGE Social events and Team wide Celebrations
- 4 Day Work Weeks in Off Peak Season + 1 week Paid Office Shut Down + 1 week Non Cumulative Leave\*
- Pass Holder benefits to Fringe World Performances and Rooftop Movies
- Opportunities for training, development, and advancement.
- Access to our Employee Assistance Program and Wellbeing Programs (EAP).

- Flexible Work Culture including; Work From Home, Flexible start and finish hours between 8am – 6pm\*
- Discounts with a major health insurance provider

\*Subject to policy

## **HOW TO APPLY**

If this is something that appeals to you, we would love to hear from you!

Applications can be sent to HR Manager; Erica.panizza@artrage.com.au. Please include your resume and a cover letter addressing how your skills and experience meet the key attributes of the role, and why you'd like to work at ARTRAGE.

**Application closing date: 10pm 12 May 2024.**

Applications received after the closing date will not be accepted, ARTRAGE reserves the right to close the role early if the preferred candidate is found.

## **WHAT TO EXPECT NEXT**

If your application is shortlisted, you will receive a phone call to discuss your skills and experience and you may be invited to attend an interview either online or in person at our office.

## **QUESTIONS OR SUPPORT WITH SUBMISSION**

All enquiries for this position can be sent to our HR Manager;  
Erica.panizza@artrage.com.au