



Title of Position

Development Manager

Type of Appointment

Full time, 12 month contract (subject to the completion of a three month probationary period). Potential for extension beyond the first year pending performance and funding continuation.

Reports to

CEO, Design Tasmania

Salary

Circa \$65,000 per annum commensurate with experience (salary quoted includes 9.5% super)

Commencement:

Commencing as soon as possible

Location:

The position is located at Design Tasmania, Gary Cleveland Galleries, City Park, Launceston, TAS.

Special Conditions:

Some afterhours work is required and, from time to time intra-state travel as per the requirements of partners and stakeholders.

Terms of Offer:

The position is subject to a contract of employment that will cover:

Commencement date, duties, hours of employment, time in lieu arrangements, remuneration, superannuation, out-of-pocket expenses, annual leave, sick leave and other entitlements, confidentiality, termination, reporting lines, performance review and intention to renew.

What We Do

Work with us and help us achieve our vision for Tasmania to be recognised as the Design Island.

Design Tasmania is an effective not-for-profit organisation dedicated to nurturing a vibrant design ecosystem locally and nationally. Our vision is for a successful Tasmania where 'Design Makes the Difference' to enterprises, the community, and individuals. Located in the Gary Cleveland Galleries in Launceston, for over 40 years we have informed, inspired and exposed designers, makers, and community to excellence in design and design thinking.

We are committed to collaboration, innovation and meaningful action. We encourage creative risk-taking, facilitate new work and exhibitions, broaden the national and international audience for Tasmanian craft and design, and champion a culture of creativity and innovation.



Summary of the position

The Development Manager is an experienced, out-going, well-organised and highly motivated individual with exceptional communication, interpersonal and relationship building skills. The role is responsible for identifying opportunities and increasing revenue streams in particular from corporate partnerships, philanthropy, Design Tasmania's Mates program, venue hire and entrepreneurial activities related to Design Tasmania's mission as presented through the exhibitions and programs. The Development Manager will be an intelligent, creative and hands-on team player with a passion for design and people and motivated to advance the organisation's financial capacity and impact.

Reporting and Working Relationships

The Development Manager will:

- Report to the CEO;
- Work closely with the CEO and the Program and Communications Manager and casual and contracting staff;
- Work with a broad range of stakeholders including individuals, corporations, small businesses, educational institutions, government representatives and elected members.
- Have a high level of autonomy managing daily work; and
- Maintain professional and convivial relationships with all staff, stakeholders and the Design Tasmania Board Members and Trustees.

Duties

Design Tasmania is committed to increasing revenue to maximise its effectiveness and impact in the community as well as ensure the future viability of the organisation by increasing reserves. The organisation presents a range of ambitious exhibitions and programs and attracts a broad range of audiences and participation from locals and visitors. The Tasmanian Wood Design Collection, which has been established over 25 years, has a strong reputation for design excellence internationally and includes over 70 unique pieces. The role includes the effective communication and engagement with the many activities and programs that Design Tasmania presents both on-site and off-site. The home of Design Tasmania at City Park presents a unique opportunity for earned income.

- Keep abreast of current trends and research, develop and implement Funds Development strategies in sponsorships, corporate relations, fundraising and philanthropy as well as membership programs and other opportunities as identified
- Review and manage existing relationships and research, identify and secure new partnerships and relationships
- In collaboration with the Board, CEO and Program and Communications Manager plan and host events aligned to the Funds Development Strategy
- Work closely with the CEO and Program and Communications Manager on the identification of sponsor, benefaction and partnership opportunities tied to the exhibitions and programs



- Build and maintain a private patron network including an annual giving program and the Mates program
- Identify opportunities and grow support from philanthropic trusts and foundations
- Work closely with the CEO and Program and Communications Manager on all communications with stakeholders in all areas of the Funds Development Strategy
- Research, develop and implement strategy to generate income from venue hire at Design Tasmania and other entrepreneurial activities
- Work collaboratively and engage the Board, all staff and volunteers in the Funds Development Strategy
- Prepare the annual Funds Development budget in conjunction with the CEO and provide regular reports against the targets
- Assess and evaluate the impact of the Funds Development Strategy and prepare oral and written reports to funders and the Board
- Nurture, build and maintain relationships internally and externally, being responsive to the needs of different groups
- Represent and uphold the organisation and its brand in the most professional way possible to stakeholders and the general public.

Performance Evaluation

Performance evaluation will be conducted annually by the CEO and a Board member in conjunction with the Development Manager.

Non achievement of position duties will result in a review of the position.

Selection Criteria

Essential

- Knowledge of current trends in sponsorships, corporate relations, fundraising and philanthropy as well as membership programs
- Understanding of the Tasmanian business, corporate and philanthropic landscape
- Experience in event planning and management
- High-level written and oral communication skills including public speaking
- Experience in prioritising, and the principles of planning and strategy
- High level of self-direction and confidence to contribute to the development of the organisation
- Strong aptitude in Microsoft computing software, Adobe Creative Suite, CRM, website, mail chimp and social media platforms
- Flexibility and ability to work some weekends or evenings in alignment with events and activities
- Understanding of and commitment to principles and practices of Workplace Health and



Safety and Equal Opportunity

- Current drivers' license and access to a car.

Desirable

- Knowledge of the contemporary craft and/or design practice and practitioners in Tasmania
- Knowledge of the not-for-profit sector including Board meeting practices and processes
- A generous and collaborative nature with a desire to share information and ideas
- Creative and innovative thinking
- Experience with strategic planning

Culture

- Work as a close team to deliver the artistic program and business operations and a harmonious and safe work place
- Ensure environmentally responsible business practices and maintain a healthy work-life balance
- Convivial relationships with all Design Tasmania stakeholders
- Contribute to organisational planning and achievement of goals.

How to apply

To apply for The Development Manager position at Design Tasmania, send a two-page (maximum length) letter outlining your experience and suitability in response to the essential selection criteria. Please also send a copy of your cv and the names and contacts of two referees.

Email your application to Karina@designtasmania.com.au by 4pm on Monday July 2, 2018.

For more information contact Karina Clarke, CEO, Design Tasmania, (03) 6331 5505.
Available from Monday June 18, 2018.