

We are hiring

DEVELOPMENT MANAGER (PART-TIME)

Join our team in Carlton NSW as a Development Manager (Part-Time) and be part of an exciting opportunity to support the arts and diversity! We are seeking a passionate and adaptable individual who can work collaboratively with our small team in a dynamic environment.

ABOUT US:

Australian Plays Transform (APT) is the national play and playwright development body. We seek new voices for new times with a suite of programs that grow the skill base of playwrights across the country. We host the largest digital collection of Australian Plays that proclaims our stories to the world. To learn more about us and our 2023 program got to www.apr.org.au

ABOUT YOU:

As the Development Manager, you will work closely with the Executive Director/CEO to identify funding opportunities, develop new programs, and manage grant writing and management. Donor engagement, retention, and acquisition, as well as growing commercial and earned income opportunities, will also be part of your responsibilities. Effective networking within the arts industry and philanthropic community is essential to raise our organisation's profile and drive revenue.

The ideal candidate should have relevant qualifications and/or workplace-based experience in fundraising, marketing, communications, sales/business development, and relationship building. Proven ability to hit fundraising targets, manage budgets, and excellent understanding of philanthropy is necessary. You should possess outstanding relationship management and interpersonal skills and be able to build and maintain relationships with stakeholders. Strong time management skills and familiarity with general computer packages such as Microsoft Office and database systems used for fundraising are desirable.

Your success as a Development Manager will be measured by the achievement of annual stewardship and fundraising targets, determined in partnership with the Executive Director/CEO.

If you love the Arts and/or wish to work in the not-for-profit sector to deliver creative opportunities for diverse playwrights, we would love to hear from you!

**This position is Part Time 24 hours per fortnight (0.3 FTE), which may increase during peak periods.
The pro-rated salary is \$23,456 which is equivalent to a full-time salary of \$91,520.
APT is open to flexible work arrangements and working from home.**

For any questions and to apply send your CV and a 1-page cover-letter outlining your relevant experience and what you hope to bring to the role to admin@apt.org.au

Deadline: Wednesday 5 April 2023

