

**LINDEN**  
**NEW ART**

26 ACLAND STREET ST. KILDA VICTORIA 3182  
[www.lindenarts.org](http://www.lindenarts.org) > [gallery@lindenarts.org](mailto:gallery@lindenarts.org)  
TELEPHONE **03 9534 0099**

**SCHEDULE A – POSITION DESCRIPTION**  
**DEVELOPMENT MANAGER**  
**> PART TIME (3 DAYS PER WEEK)**

**ABOUT LINDEN NEW ART**

Linden New Art's mission is to support brave new art by mid-career artists and engage visitors through inspiring, thought provoking exhibitions of their new work.

Originally an historic home, Linden is a unique gallery whose restrictions become starting points for artists to explore, respond and create.

As a home for new art we are open to bold ideas, to different ways of experiencing and seeing the world and oneself. We believe this is an important part of contemporary art and we aim to foster a curious audience that is opening to engage with new art, ideas and approaches to the world.

Our vision is to become one of Australia's leading contemporary art spaces.

Our mission is to:

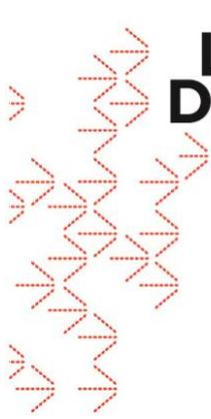
- > Support the creation and exhibition of courageous new art by mid-career artists
- > Exhibit new works that inspire, provoke and contribute to conversations and debate
- > Advance artists' careers through mentoring, connections and exposure.
- > Offer a welcoming space where artists, enthusiasts and the community can come together in a stunning site of historical and cultural significance
- > Celebrate First Nations culture and heritage
- > Build upon our proud heritage of enriching the cultural fabric of St Kilda, Melbourne and Victoria.

**POSITION SUMMARY**

The Development Manager will be responsible for fundraising and campaign goals to secure support for Linden New Art to deliver its artistic programs and achieve its strategic objectives. The successful candidate will build and develop existing and untapped sources of individual and corporate philanthropic giving, identify and apply for grants and manage the Linden Contemporaries program.

Linden has a detailed fundraising plan to support our artistic and strategic goals, and currently secure over 60% of the operating budget through individual donations, government and philanthropic sources. The role will contribute to growing and diversifying the gallery's income streams. The successful candidate will work closely with the Director to continue to assess, shape and implement Linden's fundraising plan and strategic priorities.

Linden is seeking a highly motivated, energetic and goals driven individual with a growth mindset who thrives in a small collaborative team environment. The role requires a flexible approach to work practices including off site meetings, after hours, occasional weekend activities, and the capacity to move comfortably across a range of formal and informal social environments.



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### **HOURS**

Part time 3 day a week position (0.6 FTE).

### **LOCATION**

The position is principally based at Linden New Art, 26 Acland Street in St Kilda. Occasionally, the position may be required to travel to other locations as part of its employment responsibilities. All other locations will come under the auspices of Linden for the purposes of this role.

### **REPORTS /ACCOUNTABLE TO:**

The position reports to the CEO + Director. This position works closely with the Gallery Manager, Curator & Exhibitions Manager, Events & Community Engagement Coordinator and Linden Projects Space Coordinator to identify and grow funding opportunities to support our exhibition and public programs and key strategic objectives.

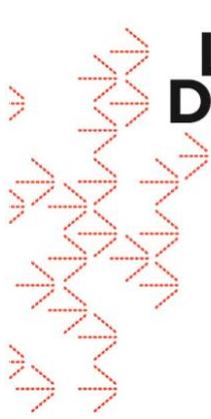
### **KEY RESPONSIBILITIES**

#### **Planning and strategic development**

- > Actively contribute to the development of Linden's Fundraising Plan and relevant budgets
- > Contribute to the development, implementation and monitoring of Linden's policies, strategies and plans including key performance indicators that relate to Linden's fundraising program
- > Actively participate in relevant industry networks and activities.

#### **Fundraising**

- > Work with the Director and Board to achieve and surpass annual fundraising targets through implementing innovative and creative approaches to achieve our strategic goals.
- > Identify, secure and grow new funding and revenue streams.
- > Prepare funding applications and proposals to individuals, trusts, foundations and sponsors.
- > Build relationships with the gallery's existing donor base and Linden Contemporaries program; develop and deliver tailored donor stewardship plans.
- > Organise key fundraising events to drive donor engagement and grow support for Linden.
- > Maintain and grow the gallery's donor database and with Gallery Administrators, ensure all donors are thanked and fundraising material is up to date.
- > Prepare reports of achievements on fundraising activities for the Director to present to the Board.



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#### **Linden Contemporaries Program**

- > Provide advice and work closely with Board, Growth & Development Committee and Director to identify potential new members.
- > Work closely with Linden Contemporaries Ambassadors to promote the program and upcoming events
- > Ensure the Linden Contemporaries program data base is up to date

#### **Culture & Leadership**

- > Demonstrate the vision, values, principles and practices of Linden New Art and promote a productive, creative and inclusive gallery environment

#### **Other responsibilities**

- > Work effectively with Linden's team to ensure they are up to date with fundraising activities and opportunities for visitors to support Linden
- > Communicate effectively with team members to ensure support collateral for fundraising activities such as web content, newsletters, and invitations are delivered in a timely manner
- > Communicate effectively with Linden's key stakeholders regarding its programs and initiatives
- > Such other related duties as directed by the Director.

#### **KEY SELECTION CRITERIA**

- > Tertiary qualifications in a related field with substantial relevant work experience in fundraising, or a minimum of five years' experience working in a fundraising role.
- > Demonstrated ability to initiate, develop, implement and evaluate effective fundraising activities.
- > Proven track record in securing and growing donations from individuals and philanthropic organisations, preferably in an arts environment.
- > High level written and verbal communication skills with the ability to develop and maintain effective working relationships with key internal and external stakeholders.
- > High level organisational skills, ability to set priorities, be self motivated and work autonomously and as part of a team, with the proven capacity to meet deadlines and KPIs.
- > Current knowledge of Australian philanthropic giving trends.
- > Demonstrated ability to assist in the preparation of budgets and to deliver organisational and individual goals on time and within budget.
- > Excellent computer skills including full knowledge of Microsoft Office Suite of products, CRM and data base applications.

The successful applicant must pass a Police Check & Working with Children Check. Linden New Art is a child safe environment. The position will have a 6-month probation period.