



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>FUNDRAISING ENGAGEMENT OFFICER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	6914 / VPS 4.1
<b>REPORTS TO:</b>	Fundraising Manager
<b>WORK UNIT:</b>	Fundraising
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	May 2018
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	The Fundraising Engagement Officer undertakes an integral role in the stewardship of existing donors through the development and delivery of the Fundraising department's engagement program.
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. In consultation with the fundraising team, conceptualise, develop and implement the NGV's fundraising engagement program to achieve organisational strategic objectives. This includes the preparation of briefing documents , the coordination of invitations, guest lists; speech notes, RSVP updates, debriefing meetings, forecasting and monitoring expenses and setting objectives and reporting on event outcomes.</li> <li>2. Maintain and manage internal and external supplier relationships to facilitate the successful delivery of the NGV's fundraising engagement program. This includes working closely with departments such as Events, Curatorial, Conservation, Media and Public Affairs, Marketing and Corporate Partnerships as well as local and international individuals, restaurants, galleries, organisations and museums.</li> <li>3. In the absence of the Fundraising Manager, take on the responsibility of ensuring all objectives are delivered for stakeholder engagement and supervise and/or mentor staff, volunteers and tertiary students, contributing to their professional development.</li> <li>4. Prepare and present stewardship plans, reports, project briefs, submissions, and donor proposals and contribute to complex fundraising strategies and related activities as well as prepare regular and ad hoc reports, correspondence and other documentation. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>5. Manage the distribution of exhibition tickets, publications and other NGV merchandise to realise donor cultivation and stewardship objectives. Perform other duties, as required.</li> <li>6. Identify and respond to emerging issues, trends and developments that may impact on the provision of services, and identify opportunities that</li> </ol>



# ROLE STATEMENT

	<p>may arise and have potential application to the Gallery’s donor and major gift needs.</p> <ol style="list-style-type: none"> <li>7. Work collaboratively with internal stakeholders to cultivate and solicit support for NGV wide priorities, including acquisitions, exhibitions, programs and events. Develop and maintain strong relationships with stakeholders to maximise outcomes, strengthen relationships, and enhance the NGV’s reputation.</li> <li>8. Welcome and host guests who attend events at the NGV and represent the values of the Gallery. Effectively engage stakeholders including regularly monitoring and measuring the satisfaction levels of key stakeholders; evaluating effectiveness of specific fundraising programs, developing strategies and interventions designed to ensure continuing commitment and address any potential issues.</li> <li>9. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> <li>10. Participate in and support organisational change initiatives and model NGV values and behaviours.</li> </ol>
<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Well developed understanding of the principles of stakeholder management and relationship building, within a high profile organisation. An understanding of philanthropic fundraising would also be beneficial.</li> <li>2. <u>Self-confidence</u>: conveys confidence through body language, trusts own ability, listens to, and considers, criticism; reflects on their own actions in a balanced way and viewed by others as confident.</li> <li>3. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communications; cooperates and works well with others in the pursuit of team goals; collaborates and shares information and accommodates and works well with the different working styles of others.</li> <li>4. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work; takes responsibility for own actions; accepts changed priorities without undue discomfort; is adaptable; remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.</li> <li>5. <u>Organising and planning</u>: identifies processes, tasks and resources required to achieve a goal; identifies more and less critical activities and operates accordingly, reviewing and adjusting as required; develops and implements systems and procedures to guide work and track progress; and recognises barriers and finds effective ways to deal with them.</li> <li>6. <u>Communication</u>: sees things from another’s point of view and confirms understanding; confidently conveys ideas and information in a clear and interesting way; prepares and delivers logical, sequential and succinct presentations; ensures written communications contain necessary</li> </ol>



# ROLE STATEMENT

	<p>information to achieve their purpose; and uses appropriate style and formats.</p> <p>7. <u>Organisational awareness</u>: uses formal and informal influencing relationships and decision making processes; actively seeks to understand the priorities and interests of various groups and key individuals; contacts others, not immediately involved, to obtain their perspective and expertise; and consults experts to gain broader and deeper understanding of a specific issue.</p> <p>8. <u>Influence and negotiation</u>: adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; sells own ideas by linking them to others' values, needs and goals; and negotiates and implements a well-planned course of action to achieve a specific impact.</p>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate a flexible approach to work and an ability to meet changing priorities and demands, and attend out of hours functions as required.</li> <li>• Maintain confidentiality regarding matters pertaining to individual donor support and the operations of the NGV.</li> <li>• Tertiary qualifications will be well regarded.</li> <li>• Previous experience with Tessitura would be advantageous.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> <li>• Internal stakeholders: Directorate, Events, Corporate Partnerships, Curatorial, Public Programs, Graphic Design, Marketing, Media and Public Affairs, Multimedia, Finance and Front of House.</li> <li>• External stakeholders: NGV Foundation members and donors at all levels, Foundation Board and the Council of Trustees.</li> </ul>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> <li>• Hours of duty will be according to work unit requirements.</li> <li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li> <li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li> <li>• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.</li> <li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li> </ul>



# ROLE STATEMENT

	<ul style="list-style-type: none"><li>All new appointments are subject to a three month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____