

*Women's Circus acknowledges the Kulin Nation as the traditional owners of the land on which we meet, train and create and recognise their continuing connection to land, waters, communities and culture. We pay our respect to Elders past and present and through them to all Aboriginal and Torres Strait Islander peoples. Sovereignty was never ceded. Always was, always will be Aboriginal land.*

## **DEVELOPMENT MANAGER: Position Description**

**Reports to:** The Women's Circus Executive Director

**Works with:** This position works regularly with the other Women's Circus core staff.

**Location:** This position will primarily be based at the Women's Circus venue in West Footscray, however there is some flexibility for working remotely where possible.

**Hours:** This is a part time position 0.4 EFT, 2 days a week.

Standard hours are within Monday – Friday, 9am-6pm, with a lunch break, although actual hours worked are flexible and may be worked over multiple days. Additional hours or weekend work may be required in peak project delivery but will always be discussed in advance.

**Remuneration:** \$71,136 pro-rata, per annum plus Superannuation and all entitlements

**Term:** 12-month term - May 2024 to May 2025, with the possibility for renewal.

### **About Women's Circus**

Women's Circus is a not-for-profit arts organisation dedicated to offering a year-round social circus program and producing socially engaged circus works. Our mission is to empower people of marginalised genders to shape community and culture through circus, fostering collaborations between community participants and professional artists.

### **Women's Circus Employment Policy**

Women's Circus is committed to creating a workplace that supports those from marginalised genders to thrive. We only provide employment for people who belong to a marginalised gender.

Women's Circus provides flexible employment and actively supports people with a family or other working obligations and creative pursuits.

We strive to create work environments that support the physical, mental and emotional wellbeing of employees and acknowledges the diversity of lived experiences as valuable to our organisation.

We strongly encourage applications from trans and gender diverse community members, people of culturally and linguistically diverse backgrounds, First Nations people and people with disabilities.

## **Role Overview**

The Development Manager will be responsible for delivering fundraising and development strategy, donor engagement, relationship building, and grant writing. Collaborating closely with the Executive Director, this role will play a pivotal part in securing funding and fostering strong donor relationships to support the organisation's mission and programs.

The Development Manager will be responsible for the identification and cultivation of individual donors, to develop strong relationships with donors and supporters of the circus and increase philanthropic support to meet the circus's financial objectives.

**All Women's Circus roles take an active part in our vision to empower people of marginalised genders to shape community and culture through circus. By:**

- Championing genuine and meaningful engagement, participation and representation of marginalised individuals and communities in circus.
- Participating in the creation of a robust, sustainable, and healthy organisation and working culture.
- Creating programs and partnerships that create positive lasting and reverberating impact for individuals, communities and the organisation.

## **For this position, it means:**

- Ensuring that donors, partners and supporters we work with align with and promote our values and priorities.
- That our philanthropic program supports the communities we seek to empower.
- Ensure the ongoing sustainability of Women's Circus through positive lasting relationships.
- Promoting and role modelling a culture of safety and positive wellbeing.

## **Key Tasks**

### **Fundraising & Development Strategy:**

- Develop and implement fundraising and development strategies aligned with the organisation's goals and objectives.
- Collaborate with the Women's Circus team on a case for support for the organisation.
- Introduce a structured annual giving program to establish a donor journey, including researching and identifying prospective donors, to first-time gift to donors building a deep commitment to Women's Circus with standardised stewardship practices.
- Identify and pursue funding opportunities from government, philanthropic foundations, corporations, and individual donors including the submission of grant proposals.

- Develop and implement a strategic fundraising plan, financial goals, and budgets in consultation with the CEO.
- Create and execute comprehensive fundraising campaigns and initiatives: implement a schedule of fundraising and donor campaigns, including major donors, regular donors, bequests, corporate sponsorships, annual appeals, and special events.
- Lead the preparation of grant applications and reporting to funding bodies, including trusts, foundations, and government entities.
- Identify and pursue appropriate corporate sponsorship opportunities, including in-kind and donated goods.
- Manage donor data, measure and report outcomes of fundraising activities, and monitor trends and projections on Salesforce CRM.
- Stay updated with current trends in fundraising, emerging issues, and opportunities to inform fundraising strategies.

## **Selection Criteria:**

### **Essential:**

- Proven experience in fundraising and development, with a track record of successfully securing grants and donations.
- Strong relationship-building and donor stewardship skills: proven ability to manage strategic relationships with a track record of developing and executing successful cultivation strategies with individual donors.
- Excellent verbal, written communication (across a range of media) with experience in grant writing and proposal development.
- Demonstrated ability to collaborate and communicate sensitively and effectively with people with diverse lived and cultural, and professional experience
- Ability to self-manage, prioritise and problem solve, whilst being able to ask for support and help from the rest of the team when needed.
- Strategic thinker with the ability to develop and implement effective fundraising strategies, aligning with the organisation's overall strategy.

### **Desirable:**

- Knowledge of the arts sector, particularly in circus or performing arts.
- Ability to engage with racial justice and cultural equity frameworks, reflecting both professional and lived experience
- Strong community engagement skills and understanding of self-determined community practice
- Experience working with diverse stakeholders, including government agencies, foundations, individual donors and corporate partners.
- Familiarity with CRM systems, fundraising software and databases.
- An understanding of best practices in nonprofit management and governance.

## Applications

Applications close Midnight Monday 15<sup>th</sup> of April 2024.

### You can apply any of the following ways:

- Written (1-2 pages)
- Video (less than 10mins)
- Audio (less than 10mins)
- Auslan video (we can arrange interpretation of your video if needed - please contact us)

### Your application should introduce yourself, provide an example of a fundraising or partnership success you're proud of and respond to the four points below:

- What excites you about joining the Women's Circus team and taking this role right now?
- What can you bring to this role that will support the success of the team?
- How did you contribute to a work culture that you have enjoyed being a part of?
- Is there anything you would like us to know about how you work/would like to take on this role?

### Please also provide CV/Resume to support your application.

Applications can be addressed and sent to Women's Circus Executive Director, Steph Cox at [gm@womenscircus.org.au](mailto:gm@womenscircus.org.au). All applicants will be notified of the outcome of their application.

We encourage anyone who needs specific services, support or would like to discuss how they can fully engage with the application or interview process to contact us.

Interviews will be held on between the 22<sup>nd</sup> and 24<sup>th</sup> of April please advise us in your application any dates or time you are not available.

**Deadline and Softline:** If you are unwell or experience an unexpected interruption that means you will not be able to meet the closing deadline, please get in touch to discuss an extension. You do not need to disclose the reason for the extension.