



www.heapsdecent.com

hey@heapsdecent.com

RELATIONSHIPS AND DEVELOPMENT MANAGER

ABOUT HEAPS DECENT

Heaps Decent is an Australian arts organisation empowering diverse children and young people to express their creativity through music and multi-media. We support engagement for change, positive futures & the development of high quality content with a unique identity.

Heaps Decent increases access to arts making, providing mobile production resources and collaboration with professional artists across NSW communities. We promote inclusion and diversity, with a focus on individuals facing unique challenges. Through creative expression and building connections, skills and self-belief, young people create an identity, envisage a positive narrative for their lives, and engage purposefully with the world around them.

Heaps Decent is a registered charity with DGR status.

You can find out more about Heaps Decent at www.heapsdecent.com

ABOUT THE ROLE

We are looking for a person who can drive a new phase of business development with Heaps Decent. We strive to sustain and nurture our existing relationships, and focus on capacity building - securing new corporate and philanthropic partnerships and donor support.

Larger and longer-term investment in Heaps Decent is a priority.

Our program work is innovative - creating an intersection between art, technology, culture and education. We achieve real outcomes in creative, technical and social development. These substantial benefits for children and young people are highly sought. We are well respected and trusted to deliver to a high standard within our existing markets.

It is expected that the Relationships and Development Manager will provide substantial support to address these needs, working with and reporting to the CEO and Board. The position is responsible for leading Heaps Decent in its strategic growth plans, and will be integral to our inspiring program delivery.

Key roles and responsibilities:

- Package a clear proposition and demonstrate that our organisation is a good fit for partners and investment.
- Lead the identification, cultivation and solicitation of significant philanthropic commitments from corporations, foundations and individuals to support strategic objectives and revenue goals.
- Work with the Board and CEO to develop achievable strategies, targets and action plans.
- Lead the development of donor strategies, identifying next generation donors.
- Manage an effective donor management system and workflow.
- Help maintain relationships with our giving community and stakeholders, ensuring opportunities for updates, engagement and other ways to experience Heaps Decent's work.
- Personally represent the organisation as required.
- Lead fundraising proposals.
- Complete applications, reporting and acquittals as required.
- Ensure compliance with organisational policies.
- Contribute to and attend board meetings as required.
- Other related tasks required by the CEO.

Requirements

Essential

- A commitment to the principles of access, inclusion and diversity.
- An interest in local music, arts and cultural activity.
- At least 3 years experience in partnerships development and fundraising, preferably in the creative sector. You must have a good understanding of the philanthropic and CSR landscape in Australia.
- Self sufficient, proactive and able to operate autonomously within a very small team.
- Strong verbal and written communication skills.
- Demonstrated experience in stakeholder and project/campaign management relevant to the criteria.
- Substantial relationship management and networking ability, demonstrating strong integrity, interpersonal and influencing skills.

- Excellent organisational and time management skills.
- Problem solving and analytical skills.

Desirable

- An awareness of the youth justice, welfare and education sectors in Australia.
- Experience writing successful grant applications and acquittals for government and the private sector.

Engagement details and Remuneration

Part time position, reporting directly to the CEO.

12 month contract, subject to performance review.

2 x days / week (flexible, to be negotiated). The position will be based in the Heaps Decent office in Redfern, Sydney.

\$78,000 pro rata + contribution to superannuation + incentive options.

All staff engaged at Heaps Decent are required to obtain a NSW Working With Children's Check.

Application Details

Please forward applications by email to hey@heapsdecent.com, with "Relationships and Development Manager" in the subject line.

Please include a CV with 2 referees, and a letter of no more than 3 pages addressing key roles, responsibilities and requirements.

Closing date for applications: Friday the 26th of February, 2021.

For any queries regarding the position please email hey@heapsdecent.com

Heaps Decent is committed to building a diverse and inclusive workplace and we welcome applications from Aboriginal and Torres Strait Islander people, people from diverse cultures and people with a disability.
