



Development Assistant Manager
NGA Level 6
Position Number 4010
\$ 80,162 – \$ 92,658 per annum
Ongoing – Full-time

THE POSITION

The Development Assistant Manager will play a key role in contributing towards the National Gallery's exciting and ambitious fundraising program.

The Development Assistant Manager will report to the Head of Development and Executive Director of the National Gallery of Australia Foundation and will manage the National Gallery's Bequest Circle, assist to cultivate major gifts, steward donors and generate and manage income from grant bodies and foundations in support of the National Gallery's programs and objectives.

The Development Assistant Manager is responsible for researching, developing, implementing and evaluating a range of funded projects and programs at the National Gallery.

The Development Assistant Manager is responsible for day-to-day management of the Development Coordinator's duties.

This is a full-time, ongoing employment opportunity within the Directorate Portfolio.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Overview of the role' and 'Our ideal candidate' information.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, try not to duplicate information that can be found in your CV, but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

Contact

Further information about the position may be obtained by contacting Maryanne Voyazis on +61 6240 6691 or maryanne.voyazis@nga.gov.au The Recruitment Officer may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Wednesday, 6 April 2022** and should be emailed to recruitment@nga.gov.au.

Position title	Development Assistant Manager
Position number	4010
National Gallery level	NGA6
Department	Development and Foundation
Portfolio	Directorate
Employment type	Full-time – On-going
Immediate supervisor	Head of Development / Exec Director NGA
Direct reports	Development Coordinator
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Demonstrated skills and experience in fundraising to your advantage

ABOUT THE GALLERY

The National Gallery is one of Australia’s leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect, and accountability.

The Development Assistant Manager will report to the Head of Development and Executive Director of the National Gallery of Australia Foundation and is responsible for day-to-day management of the Development Coordinator’s duties. The Development Assistant Manager oversees the National Gallery’s Bequest Circle, works to cultivate major gifts, steward donors and generate and manage income from grant bodies and foundations in support of the National Gallery’s programs and objectives.

This is a full-time, ongoing employment opportunity within the Directorate Portfolio.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the parliamentary triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings, and applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

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OUR IDEAL CANDIDATE

Our ideal candidate will have demonstrated skills and experience in fundraising and good connections to the philanthropic industry. If you have experience in managing bequest programs and/or legacy giving will be to your advantage.

You will require strong administrative and organisational abilities together with a high level of achievement orientation, strategic thinking and analytical skills. You will have excellent written and oral communication skills, with a demonstrated ability to prepare funding applications and tailor communications to specific audiences. A demonstrated capacity to effectively liaise and negotiate professionally and successfully with a range of individuals and organisations is a core requirement.

Our ideal candidate will demonstrate an ability to establish and maintain strong professional networks and the capacity to react appropriately to donor and benefaction opportunities. Equally, strong people skills are required with a focus on customer service and fulfilment. Your knowledge of the sector and the profession will also provide the National Gallery with expertise and specialised knowledge regarding changes to relevant legislation and regulations relating to private foundations, trusts and other funding bodies.

You will have a high level of attention to detail and the ability to set priorities, meet deadlines and work with initiative under limited supervision within a high-pressure area are fundamental to this role.

The National Gallery anticipates an ability to promote and apply the principles of workplace diversity and participative management practices.

WHAT WILL YOU DO

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

- Manage the National Gallery's Bequest Circle, by working closely with the Head of Development, including building relationships with existing Bequest Circle members and ensuring they are properly considered and included in the life of the Gallery
- Developing and implementing a Bequest Strategy and working strategically to grow the number of notified bequests; and ensuring proper records of legacy gifts are maintained
- Identify opportunities for giving by individuals and private foundations, trusts and other funding bodies that support the aims, objectives and programs of the National Gallery of Australia
- Develop, manage and maintain relationships with individual philanthropists and staff of key funding and grant making bodies
- Manage the preparation of proposals and grant applications to support priority initiatives, track the progress of applications and prepare acquittal reports in a timely manner
- Provide expertise and specialised knowledge regarding changes to relevant legislation and regulations relating to private foundations, trusts and other funding bodies. Ensure knowledge is current and compliant with relevant legislative and administrative frameworks, and that key stakeholders are updated as required

- Assist with the effective and efficient operation of the Development office and the administration of the Foundation Board. Ensure accurate information on individual donors and grant-makers is maintained
- Propose and facilitate innovation initiatives to contribute to business improvement projects which increase efficiencies in the Development team.

WHO ARE WE LOOKING FOR

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

1. **Support strategic direction** of the National Gallery by having a shared purpose and direction. You understand, supports and *promote* the National Gallery's vision, mission, and corporate plan.
2. **Achieve results** by applying and building your professional expertise and aligning this to the aims and objectives of the National Gallery. You will bring your specialist expertise and capabilities on fund raising and bequest programs to the National Gallery.
3. **Support productive working relationships** that nurture internal and external stakeholders by building and sustaining positive relationships with your team members and with Gallery clients. Through your work you will **proactively assist in creating mutually beneficial relationships by being** responsive to client and stakeholder needs and expectations.
4. **Display personal drive and integrity** by promoting and adopting a positive and balanced approach to your work. you will focus on achieving your objectives even in difficult circumstances. In difficult circumstances you display a capacity to remain positive and respond to pressure in a calm manner.
5. **Communicate with influence** in a clear and confident manner ensuring all messages are clear, concise and articulate. In your communications you focus on key points and use appropriate language.

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Qualifications, Certifications and Registrations <retain if relevant>

- Australian Citizenship
- Police check
- Demonstrated skills and experience in fundraising to your advantage

Work, Health & Safety Obligations

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business

Contact

Further information about the position may be obtained by contacting Maryanne Voyazis on +61 6240 6691 or maryanne.voyazis@nga.gov.au The Recruitment Officer may also be contacted on +61 6240 6495.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.