



POSITION DESCRIPTION: HEAD OF DEVELOPMENT

TERM:	Full time, ongoing
REPORTS TO:	CEO
DIRECT REPORTS:	-
SALARY:	\$110,000-\$120,000 + statutory superannuation
PRIMARY LOCATION:	The Wheeler Centre for Books, Writing and Ideas 176 Little Lonsdale Street, Melbourne, Victoria 3000
CONDITIONS:	Employment is subject to a six-month probation period. Flexible work arrangements can be discussed. Regular out-of-work hours will be required, with occasional regional travel. Employees at The Wheeler Centre have access to an Employee Assistance Program as well as regular professional development opportunities.

ABOUT US

Our Purpose

The Wheeler Centre exists to honour and amplify the culture of ideas, stories and debate that has existed in Victoria for millennia.

We serve writers, storytellers, thinkers, readers, listeners – the diverse ecology of people, communities and cultures that keep ideas alive and evolving.

We do this through:

- Facilitating conversations, constructive debate and community-building connections throughout the year – across a variety of formats, platforms and audiences – to promote and complement our state’s literary ecology.
- Partnering with and resourcing local and regional literary organisations, festivals and collectives, with collaboration, support, inclusivity and access to our physical and digital hub.
- Enabling the growth of the literary community by supporting writers at all stages of their careers and advocating for the sustainability and diversity of the sector.
- Honouring the cultural heritage and influence of words here and the unique literary identity that arises from and connects our landscape.
- Improving the accessibility and longevity of our work by creating and publishing digital content and maintaining a digital event archive.

Our Vision

To be a globally renowned home for storytelling and ideas that is sought after and celebrated by writers, readers, speakers, listeners and decision-makers.

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ABN 97 134 682 189





Our Mission

To connect, support and promote Victoria's unique culture of writing, stories and ideas. We seek to open up writing, reading, storytelling and inclusive public discussion to everyone, everywhere and in doing this, we also elevate Melbourne's status as Australia's original UNESCO City of Literature.

ABOUT THE ROLE

As the Head of Development at The Wheeler Centre, you will play a pivotal role in initiating and leading a new development program aimed at advancing the organisation's mission and increasing its impact within the community. You will be responsible for designing, implementing and managing plans to cultivate donor relationships, secure funding and drive sustainable growth. You will manage and nurture relationships with donors, trusts, foundations and corporate sponsors.

Reporting to the CEO, the Head of Development is a key contributor to the Leadership team at The Centre.

PRIMARY RESPONSIBILITIES

- Execute the strategic plan for the Development program, aligning fundraising efforts with the organisation's purpose, vision, mission and strategic objectives.
- Identify, cultivate and steward relationships with individual donors, trusts, foundations and other potential sources of funding.
- Lead efforts to secure major gifts, grants and donations.
- Plan and execute campaigns, events and initiatives to engage donors, raise awareness and generate revenue.
- Coordinate logistics, staff, volunteers and oversee marketing and promotion for donor events.
- Collaborate with internal stakeholders, including the executive team, program managers and board of directors, to integrate Development efforts into the organisation's activities.
- Foster a culture of philanthropy and teamwork within the organisation.
- Track and analyse fundraising metrics, donor demographics and other relevant data to evaluate the effectiveness of development strategies and inform decision-making.
- Prepare regular reports for management, board meetings and stakeholders.
- With the Chief Operating Officer, develop and manage the Development budget in line with fundraising goals.
- Monitor revenue and expenses, identify variances and adjust strategies as needed to achieve financial targets.
- Ensure compliance with relevant laws, regulations and ethical standards governing Development activities, including The Wheeler Centre Donations and Business Sponsorship Policies and Victorian Government guidelines on sponsorship.
- Demonstrate integrity, transparency and accountability in all interactions with donors and stakeholders.

KEY SELECTION CRITERIA

- Minimum of 4 years of experience in nonprofit development, fundraising or related field, with a proven track record of success in fundraising and philanthropy.

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- Strong knowledge of development principles, techniques and best practices, including major gifts, donor cultivation and stewardship.
- Excellent communication skills, both written and verbal, with the ability to articulate the organisation's mission and speak persuasively to diverse audiences.
- Strategic thinking and analytical skills, with the ability to develop and implement effective development plans and evaluate their impact.
- Excellent project management skills and ability to manage multiple projects simultaneously.
- Excellent time management skills and proven ability to meet multiple deadlines, with the ability to prioritise workload and make high-level decisions on a regular basis.
- Highly developed administrative skills and a systematic approach including computer literacy in Microsoft Office and online databases (experience working in Tessitura is advantageous).
- Commitment to The Wheeler Centre's mission and the Victorian Government's Code of Conduct for Public Sector employees.
- Demonstrated ability to build and maintain strong relationships with donors, sponsors and stakeholders through responsive, professional and personalised customer service, ensuring a positive experience at every touchpoint.

HOW TO APPLY

Enquiries

Further information about The Wheeler Centre is available at wheelercentre.com

Confidential enquiries about this role can be made to Erin Vincent, CEO, at erin.vincent@wheelercentre.com

The Wheeler Centre is committed to access and inclusion, and to creating a team that reflects the diversity of the communities we serve. We encourage applicants who identify as First Nations, culturally and linguistically diverse, D/deaf, disabled, and LGBTQIA+. We encourage applicants who have previously faced barriers to working in the arts and cultural sectors and are committed to helping you overcome these barriers. If you require advice or support during the recruitment process, we would love to hear from you.

Submitting an Application

Applications should include:

- A brief email outlining why you are the right candidate for this role
- A brief written response to the key selection criteria (1-2 pages)
- A current resume (1-2 pages)

Applications should not exceed four pages in length.



The Wheeler Centre
Books Writing Ideas

176 Little Lonsdale Street
Melbourne VIC 3000 Australia
+61 3 9094 7809

Application Format

- Please combine your application into a single PDF document, with the filename 'Last Name First Name – POSITION TITLE'.
- Applications should be submitted by email only to recruitment@wheelercentre.com
- Late applications will not be accepted

Timeline for Recruitment

Applications close **10am, Monday December 2, 2024.**

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Melbourne
City of
Literature

