



ROLE STATEMENT

THE POSITION:	FUNDRAISING PROJECTS AND COMMUNICATIONS ASSISTANT
POSITION NUMBER/CLASSIFICATION:	7104 / VPS 2.2
REPORTS TO:	Project & Communications Manager, Fundraising
WORK UNIT:	Fundraising and Events
ORGANISATION:	National Gallery of Victoria
LOCATION:	180 St Kilda Rd, Melbourne 3004
DATE OF REVIEW	November 2024
VISION	Creating an inspiring future: enriching our understanding of art and life.
PRIMARY FOCUS OF THE POSITION:	This role provides vital support to the development, delivery and success of Fundraising projects, appeals and campaigns, with a focus on communications, research, writing and proposal development to gain significant philanthropic outcomes for the NGV.
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Under the supervision of the Fundraising Projects & Communications Manager, support the planning, development and delivery of campaigns and appeals, generate departmental communications and support day-to-day administration activities relating these areas. 2. Generate compelling and analytical copy writing for a variety of applications which aim to garner a financial return for the department including proposals, presentations, grant submissions, letters, speech notes, board reports, annual reports and promotional materials for internal and external stakeholders. 3. Assist with conducting and collating research, benchmarking, data analysis and trend awareness, crucial for the success of NGV campaigns and appeals. Support the creation of comprehensive and sophisticated documents which play an important role within departmental activities. 4. With support from the Fundraising Projects & Communications Manager, help maintain a robust procedure for tracking opportunities for support and their deadlines, coordinate funding proposals from development to submission stage, and assist with engagement and evaluation activities when funds are awarded. 5. Support the delivery and execution of the Fundraising department's media and communications strategy which actively promotes donor recognition and celebrates achievements and milestones via a range of platforms including e-comms, social media and the NGV magazine for internal and external stakeholders. 6. In consultation with the Fundraising and Events teams, support the delivery of engagement initiatives and events to allow fundraising activities to be as effective as possible. This may include preparing



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	<p>briefing documents, coordinating invitations, collating guest lists and providing RSVP updates, monitoring expenses and assisting with reports on event outcomes.</p> <ol style="list-style-type: none"> 7. Actively contribute to the Fundraising department and its activities broadly, supporting wider strategies for identifying and cultivating donors and donor prospects. Ensure that records, including through the CRM database, Tessitura, are created and managed according to the Information Management policy and procedures. 8. Embody NGV values as an ambassador for the Gallery, confident in welcoming important stakeholders at NGV events and providing a high level of customer service throughout.
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Sound understanding of the principles of philanthropic fundraising, stakeholder management and campaign research, within a high profile organisation. 2. <u>Written and Verbal communication</u>: Prepares basic letters, emails and reports using clear, concise and grammatically correct language, organises information in a logical sequence, clearly explains information and listens to feedback and speaks clearly and concisely and keeps people interested when speaking. 3. <u>Organising and planning</u>: Regularly plans and tracks progress on work tasks, takes an organised, methodical approach to work and addresses priority tasks first. 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, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment. 5. <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. 6. <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, collaborates, cooperates and works well with others in the pursuit of team goals.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Tertiary qualifications will be well regarded. • Demonstrate a flexible approach to work and an ability to meet changing priorities and demands, and attend out of hours functions as required. • Maintain confidentiality regarding matters pertaining to individual donor support and the operations of the NGV. • Previous experience with Tessitura would be advantageous.



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4. KEY RELATIONSHIPS	<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">• NGV Donors;• External peer network;• Executive Management Team and Directorate office;• Departments, including but not limited to Corporate Partnerships, Curatorial, Graphic Design, Events and Marketing.
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none">• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.• Hours of duty will be according to work unit requirements.• 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 & Environment Inductions.• 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.• 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.• Conditions of employment are pursuant to the NGV's Enterprise Agreement.• All new appointments are subject to a three-month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<p>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.</p>
7. EMPLOYEE ACCEPTANCE	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>
8. MANAGER AUTHORISATION	<p>Signature: _____</p> <p>Name: _____ Date: _____</p>



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