

WRITING _____

WA.

PARTNERSHIPS & DEVELOPMENT MANAGER

JOB DESCRIPTION

OVERVIEW

Position: Full-time (may be negotiable for the appropriate candidate).

Job Profile: The partnerships and development manager will work closely with the CEO and communications manager to plan, develop and implement partnerships, corporate sponsorships and other revenue raising activities that support Writing WA's strategic and financial goals.

Salary Package: \$92,898 per annum

Package includes: Base salary \$83,579; 9.5% employer contribution to superannuation; and 20 days annual leave accrued pro rata with 17.5% holiday loading.

Contract: 18 months

Starting: ASAP

Reports to: Writing WA CEO

Lateral relationships: Writing WA Communications Manager

Stakeholder relationships: Writing WA Board, Literary Lions (donors), corporate sponsors/partners, Trusts and Foundations, Writing WA Member organisations.

DEADLINE FOR APPLICATIONS: 5.00pm, Monday, 5 April, 2021.

APPLICATIONS MUST: address the selection criteria, include a current CV and include the names and daytime contacts of two referees.

Forward to: Sharon Flindell, CEO, s.flindell@writingwa.org

Enquiries: s.flindell@writingwa.org 0419 929 015

Writing WA recognises the First Nations peoples of Western Australia as our first memory holders and storytellers. Writing WA respectfully acknowledges that it is located on the land of the Whadjuk Noongar people. We pay our respects to the traditional custodians of this Country.

ABOUT WRITING WA

Writing WA is working between the lines and behind the scenes to build a state of opportunity in Western Australia for writers, publishers and other practitioners in the writing sector – not just for the benefit of practitioners themselves, but for the immense social value that great writing brings to individuals and communities.

Long-form or short, in a book or on-screen; we celebrate writing no matter how it's expressed. While the mediums in which we consume writing may be evolving what remains constant is the power of writing to unite, challenge, inspire, entertain and educate.

We believe that writing should be an industry of opportunity and the promotion of sustainable professional practice for writers is embedded in all that we do.

Writing WA is principally funded by the WA State Government through the Department of Local Government, Sport and Cultural Industries in association with Lotterywest and through the generosity of the Literary Lions, our private donors. Writing WA also gratefully acknowledges the support of the State Library of WA.

Writing WA Inc is a Deductible Gift Recipient and operates the Writing WA Public Fund in accordance with the Income Tax Assessment Act 1997.

This job opportunity has been enabled with funds provided by Lotterywest.

JOB DESCRIPTION

Summary:

The partnerships and development manager will work closely with the CEO and communications manager to plan, develop and implement partnership and revenue raising activities that support Writing WA's strategic and financial goals.

Key responsibilities:

- In consultation with the CEO and communications manager, develop strategies to innovate and expand revenue generation activities in order to meet financial targets.
- Identify new partnership and sponsorship opportunities; prepare proposals and negotiate agreements; oversee the delivery of partnership and sponsorship agreements.
- Develop a tailored stewardship program for each partner and sponsor that aims to ensure ongoing active communication and engagement with the partner and sponsor.
- Fundraise from private donors and nurture these relationships to secure major gifts and bequests.
- Leverage opportunities to deepen relationships with existing supporters.
- Engage with and provide regular feedback to sponsors; write acquittals and reports for government bodies, corporate partners and charitable trusts and foundations.
- Maintain up-to-date knowledge and networks in relation to the position.
- Adhere to workplace policies, procedures and systems.
- Perform other such duties as may be required.

SELECTION CRITERIA

- A minimum of five years' experience and a successful track record in fundraising and partnership development, including the ability to plan and implement successful development strategies in the for-purpose sector.
- Demonstrated high-level relationship building and management skills.
- Demonstrated ability to pitch for, negotiate and manage corporate partnerships.
- An awareness of potential sources of philanthropic funding available to the arts and to the writing and publishing sector in particular.
- Demonstrated verbal and written communication skills.
- The ability to work efficiently in a busy, challenging environment as part of a small team.