**POSITION TITLE: Development Manager**

**LOCATION**  : Darwin/Alice Springs  
**TENURE**  : Commencing Sept 2021  
**REPORTS TO** : Executive Director  
**DIRECT REPORTS** : N/A  
**CONTRACT TYPE** : Part Time, 0.4FTE, 15 hours per week

**REMUNERATION** : Salary of $69,000.00 pro rata 0.4FTE, plus six weeks annual leave pro rata, and superannuation at statutory rate.

**ABOUT US**

NT Writers' Centre (NTWC) offers a diverse program of literary activities across the Northern Territory, with initiatives to encourage and support the development of young writers, First Nations writers, and other NT-based writers.

Our signature event is the NT Writers Festival (NTWF); a four-day festival shaped by place that speaks to and from the heart of Australia and the Northern Territory. The Festival emphasises Australia’s cultural and linguistic diversity and offers unique immersive experiences. Founded in 1999, NTWF is held annually, and alternates location between Darwin and Alice Springs.

Our other program areas include

* **Writer Development**:Year-round workshop program offering career and skills development for writers
* **Youth Programs**
* **Andrew McMillan Memorial Residency:** Open to an emerging writer who is working on a substantial writing project in any genre.
* **Chief Minister’s NT Book Awards:**Biennial awards for published books
* [***imprint*:**](https://www.ntwriters.com.au/imprint/)annual members magazine
* **Special Projects**

**THE ROLE**

Through a mix of research, strategy development, relationship building, and grant writing, the Development Manager is responsible for sourcing new income streams, with a focus on the private sector, to support the NTWC’s financial resilience. The position plays a significant role in growing the NTWC's profile by maintaining and attracting new relationships and partnerships with a view to sustainable long term growth of our vibrant programs.

The ideal candidate will be a strategic thinker with a minimum of three years experience of project and budget management in the arts and/or not for profit sector. Previous experience managing sponsor, donor, partner, and/or funder relationships is essential. Strong written and verbal communications skills and demonstrated grant writing experience will be highly regarded.

This is an excellent opportunity for an analytical and details oriented individual to play a pivotal role in shaping the direction and sustainable growth of NTWC programs into the future. An affinity with the organisation’s creative remit to support and inspire NT writers and storytellers of all ages, abilities and cultural backgrounds is key.

NTWC currently brings in around 25% of revenue from non-government sources and is hoping to grow this figure over the coming years. Key measures of success will be meeting income and growth targets.

The role has the flexibility to be based from either of the NTWC’s two offices (Darwin or Alice Springs). For the right candidate, remote work is also a possibility, although extensive knowledge of the Northern Territory’s cultural landscape is necessary.

**Hours of Work**

* The position is 15hrs per week commencing August/September 2021
* Consultation with Executive Director to determine a mutually acceptable work schedule
* From time to time, spread of hours may vary to suit the nature of the work
* Additional hours during Festival week and other peak times by negotiation

**DUTIES**

**Strategy**

* Research, assess and persue opportunities for new income sources to contribute to the organisation’s current and future financial resilience and growth
* Research, identify and persue sponsorship, partnership and funding opportunities to consolidate and grow financial capacity
* Build upon and assist in implement giving and sponsorship strategies

**Stakeholder Management**

* Establish and maintain warm and productive relationships with relevant internal and external stakeholders to maintain NTWC’s profile, and where appropriate, serve as a key contact
* Support the planning of events and/or other opportunities to cultivate stakeholder relationships
* Maintain detailed and up-to-date records relating to the NTWC’s sources of private funding
* Represent the NTWC and advocate for the NTWC in appropriate forums
* Develop and disseminate communication tools aimed at building financial support for the NTWC
* Ensure that reporting requirements are met in a timely manner

**Funding**

* In collaboration with Executive Director, develop and write funding applications to maintain and grow revenue
* Research & secure financial support for new and existing projects and programs
* In collaboration with Executive Director, ensure funding acquittals are submitted in a timely manner

**Sponsor & Partnerships**

* Implement NTWF’s sponsorship strategies to attract business and organisational financial and in-kind sponsorship and partnership, meeting annual budget targets
* Develop strategies, identify opportunities and attract resources to grow income and profile of the NTWC’s year round activities
* Establish and maintain warm and productive relationships with new and existing sponsors and partners.

**Fundraising & Donations**

* Develop and assist to implement fundraising & donation strategies to meet and grow annual financial targets
* Support the planning of fundraising events
* Research and identify new opportunities for fundraising and donation
* Develop a communication strategy to ensure that donors and other supporters are informed about program successes and acknowledged appropriately
* Maintain effective records for the purpose of reporting and acquittal

**Philanthropy**

* Research opportunities for philanthropic funding
* Develop strategies and programs to secure philanthropic funding

**Communication and reporting**

* Develop reports track and communicate outcomes for the purpose of reporting and acquittals
* Track donations, produce reports and data to enable the optimisation of funding efforts and inform future strategies
* Maintain current and prospective records and relationship progress

**Other duties as required.**

**SELECTION CRITERIA**

* Minimum three years' project and budget management experience in the arts and/or not for profit sector
* Experience in seeking and securing private funding and sponsorship in the arts and/or not for profit sector
* Excellent interpersonal and verbal communication skills including experience creating generative and enduring stakeholder relationships
* Excellent written communication skills, including proven ability writing successful funding applications
* Superior organisational skills with ability to plan and prioritise your workload
* Ability to work effectively as a part of a small team, but also autonomously and proactively as required
* Appreciation of Australian books and stories, and a commitment to the NT Writers’ Centre’s creative remit to support and inspire NT writers and storytellers of all ages, abilities and cultural backgrounds

Please specify in your cover letter your preferred working location.