



Development Coordinator

Position Description

Position	Development Coordinator
Reporting to	Engagement Manager
Direct Reports	n/a
Position type	0.5 EFT (5 working days per fortnight). Flexible working is available. Fixed-term contract until 16 December 2022. <i>This role has been supported through our Radical Access Program to support the career development of a person who identifies as disabled, Deaf or hard of hearing.</i>
Salary	\$50,000 - \$60,000 per annum (pro-rata) + 10% superannuation
Other benefits include	<ul style="list-style-type: none">• Employee Assistance Program counselling service• Five weeks' annual leave• A commitment to continuous learning, including sector-leading staff training and a personalised professional development plan• Flexible work conditions• A values-driven organisational culture that celebrates difference, prioritises playfulness and brings our people together socially every day for lunch, events and good fun

ROLE SUMMARY

With a love of all things administration and the arts, as Development Coordinator you will support the Development team to build and nurture relationships.

You will have excellent communication and organisational skills and play an important role in the Development team by:

- providing high levels of administrative support to the team.
- supporting the delivery of our private giving program including throwing some excellent parties, helping to nurture our amazing community of donors and helping us find new donors.
- coordinating the delivery of our in-kind and production partners and supporting the Head of Development find new exciting partners.
- supporting our organisational storytelling strategy across all of Development's communications including reports, acquittals, public campaigns and announcements.
- supporting the delivery of key engagement strategies including our Fringe Dwellers program and Alumni.

The position is a key role within the Marketing and Development Team, which is responsible for driving diverse revenue streams (bringing in the money) and communicating Melbourne Fringe's broad range of programs (singing it from the rooftops).

ABOUT MELBOURNE FRINGE

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne’s people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

ORGANISATIONAL CULTURE

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our thinking is out of the box, our work ethic is strong, and we don’t let our limited resources stop us from making seemingly impossible things happen. We ensure that our workplace is characterised by big-picture thinking, optimism and playfulness. We strive for continual improvement in all aspects of our work.

We have a reputation as a caring, energetic, fast paced workplace that values our people, their mental health and what they have for lunch as key priorities.

We believe that great work is made by people who enjoy what they do.

OUR COMMITMENT TO EQUITY

We work on the lands of the Kulin Nation and we pay deep respects to the Elders of these lands. We acknowledge that there is a deep and rich history of storytelling and culture that has been occurring on these unceded lands for many thousands of years.

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, transgender and gender-diverse people, and women. We are a safe place for LGBTQIA+ peoples, and we ensure Melbourne Fringe is a place which celebrate people’s differences. We work hard to embed equity throughout our organisation, and we strive to create safe and positive working environments for our team. We understand the need for flexible working opportunities, especially for people with caring responsibilities.

If this application format isn’t accessible for you, please get in touch and let us know what alternative format would suit you best. Upon engagement, we can work with disabled staff to consider reasonable workplace adjustments to ensure access needs are met. If you have any questions about accessibility, please contact Carly Findlay, Access Advisor, on (03) 9660 9600 or carly@melbournefringe.com.au.

Development Coordinator

KEY RESPONSIBILITIES

Development Systems and Processes

- Responsible for the administration of donations and grants, ensuring the smooth day-to-day running of the Development Team.
- Contribute to the organisational CRM by entering key contacts, ensuring tags are up to date, tracking important customer information, running reports and helping to track communications.
- Maintain and update our grant management software, and effectively track our funding applications and deliverables.
- Distribute and collate key stakeholder invitations and RSVPs to events.

Private Giving

- Coordinate donor acknowledgments (thanking people is often the best bit)
- Support the delivery of our fundraising campaigns which includes mail merges and distributing personalised letters, supporting the marketing team to deliver the promotional campaign and updating website content.
- Support the Engagement Manager in throwing a series of excellent parties and events for donors and other key stakeholders.
- Help research new prospective donors to introduce to Fringe.
- Support the distribution of our regular donor updates and other communications.

Corporate Sponsorship

- Support the Head of Development in the preparation of sponsorship proposals.
- Support the Head of Development in researching potential new sponsors.
- Coordinate the delivery of our (in-kind) production and supply partnerships.
- Help prepare end of year reports for all sponsors.

Research & Reporting

- Conduct research and development initiatives relevant to the department.
- Collate relevant and useful statistics and other information for the organisation's reporting to government funders, donors, trusts and foundations and other key stakeholders.

Engagement

- Provide administrative support in the delivery of our Fringe Dwellers Membership program.
- Support the Engagement Manager with the development and delivery of the Alumni reengagement strategy.

General

- Conduct work according to Fringe's guiding principles of people first and artist focussed, human rights, self-determination and universal access, creativity and playfulness, and ambition, forward thinking and risk-taking.

- Actively contribute to a safe cultural environment for all Melbourne Fringe staff, artists, volunteers, interns, audiences and other stakeholders.
- Demonstrate a commitment to continual improvement and high levels of customer service.
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival may mean extended hours and expanded duties during the Festival period (followed by some well-earned days off in lieu).
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Undertake a personalised professional development program devised according to the Melbourne Fringe staff development framework.
- Fulfil all legal requirements related by program activities.
- Other duties as agreed with the Head of Marketing/Development and Engagement Manager.

CORE COMPETENCIES

Please note, this is an identified position for applicants with lived experience of Deafness or disability.

To succeed in this role, candidates will need to meet these core competencies:

- Lived experience of disability or Deafness
- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- Strength in building robust relationships
- Excellent communication skills and attention to detail (a classic competency!)
- Resilience and ability to work effectively under pressure
- Sense of humour

THE FINE PRINT

About Role Statements

We will continue to evolve to meet the changing needs of the arts environment, and so this document is not intended to represent the role performed in perpetuity, but rather is intended to provide an overall view of the role.

Inherent Physical Requirements

The physical requirements of this position are consistent with those of an administration or management role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

COVID-19

It is a legal requirement for Melbourne Fringe workers to be fully vaccinated before attending the office or in-person events.

Working with Children Check

The successful applicant will be required to undergo a Working with Children Check as a condition of employment with Melbourne Fringe. We will cover the cost of this check.

Workplace

We currently work remotely two days per week, with three days conducted in-person at our offices at Trades Hall. On remote working days, staff may choose to work from the office or another location, but all meetings will take place online. A stable internet connection with speeds suitable for video calls is essential if working from home.

Professional Development

We are deeply committed to the ongoing professional and personal development of our staff. We create a tailored professional development program for each staff member, using our [11C's of Professional Development](#) framework which includes options for coaching, mentoring, networking, skills development and training. Staff will also have the opportunity to participate in organisation-wide training and development sessions throughout the year.

APPLICATION PROCESS

Head to <https://melbournefringe.com.au/about/jobs-and-volunteers/> for more information and links to apply, or contact the Melbourne Fringe office on (03) 9660 9600. If you have any access requirements please let us know – we're happy to help.