



Development Manager – version 1.0 inc.

Location: Carriageworks, Eveleigh (Sydney) NSW

Role: Development Manager

Salary: \$61,000 (pro-rata, 4 days per week) plus superannuation and leave loading

Application closing date: Friday 23 December 2011

Commencement of Employment: 30 January 2012 or by negotiation

version 1.0 inc is looking for a Development Manager to join its growing team.

Sydney-based version 1.0 is an ensemble of artists who make performance through collaboration, investigating and also enacting democracy. We make devised performances that are both political and intensely personal, based on strong research, and that engage with significant political and social issues using innovative theatrical strategies. version 1.0 is acclaimed in Australia for our innovative, accessible, and entertaining blend of documentary theatre, contemporary performance, and media spectacle. Previous performance works includes the widely acclaimed *The Table of Knowledge* (2011), *The Disappearances Project*, (2011), *seven kilometres north-east* (2010), the Green Room Award-winning *The Bougainville Photoplay Project* (2008-2011), the Helpmann Award-winning *THIS KIND OF RUCKUS* (2009-2010), the Drovers Award-winning *Deeply offensive and utterly untrue* (2007-2009), *The Wages of Spin* (2005-2006), and *CMI (A Certain Maritime Incident)* (2004).

Founded in 1998, version 1.0 was granted Key Organisation status by the Theatre Board of the Australia Council in 2009. version 1.0 is currently triennially funded (2012-2014) by both the Australia Council and Arts NSW.

For more information, visit www.versiononepointzero.com

Background to the role

version 1.0's income is derived from a variety of sources, including government funding (Australia Council and Arts NSW), presenter fees and box office, philanthropic funding and donations. In 2011, donations and philanthropic funding accounted for less than 2% of our annual budget. We have been invited to participate in the Artsupport Australia Philanthropy Mentorship Program of the Australia Council for 2012-13 with the aim of increasing income from philanthropic sources. This provides financial support and mentorship for this new position for two years, with the outcome ideally a self-sustaining position from 2014 onwards.

The position

The ideal candidate would have three or more years experience in a development or fundraising role in the non-profit sector. Alternatively, they may be currently working in a marketing or other corporate position, with a desire to work in the arts. This new position offers excellent opportunities to work to contribute significantly to the future of version 1.0 and to increase skills through being mentored.

Essential selection criteria:

The role of Development Manager at version 1.0 requires the following skills and experience.

Aptitudes/Abilities/Skills

- Proven high level relationship management skills with a broad range of stakeholders
- Highly developed written, oral communication, negotiation and presentation skills
- Excellent strategic planning and time management
- Highly developed research and analysis skills especially focused on developing partnership prospects
- Proven ability to manage a range of events and solve problems as they arise
- Networks within the cultural, fundraising and corporate sectors
- Some knowledge and experience of fundraising
- Willingness to be mentored on an ongoing basis to develop philanthropic fundraising skills
- Ability to work autonomously and as part of a small but growing team
- Proven high standard of attention to detail and 'follow-through'
- Proven ability to plan and prioritise an often heavy workload and to work flexible hours, often juggling day and evening work

Knowledge

A degree in an arts discipline, arts marketing or arts management is desirable, but not essential.

Desirable selection criteria

Personal contacts or network that could include introduction of some potential donors. Experience within the Australian performing arts sector.

Submitting your application

Please include the following with your application:

- A cover letter (maximum 3 pages) addressing the selection criteria
- Your CV (maximum 2 pages)

- Telephone contact details for two references

Please email your application to:
Jocelyn Payne
General Manager, version 1.0 inc
jocelyn@versiononepointzero.com

Or mail to:
PO Box 3035
Redfern NSW 2016

Development Manager – version 1.0 inc.

Position Description

The Development Manager is responsible for managing and growing version 1.0's income through fundraising from individual donors, philanthropic trusts and foundations, grants, corporate sponsorship, and special events and initiatives. Annual financial targets will be set for this position.

Some travel may be required in this position.

Key Accountabilities

The Development Manager, in the activity of their duties, will be accountable to the General Manager as per the attached Organisational Chart. The Development Manager works with the Fundraising Committee to develop plans and strategies in order to achieve annual targets. The Development Manager works alongside the General Manager, Producer and the Media and Marketing Officer to implement the Philanthropy Plan.

Duties

- Prepare, review and manage version 1.0's Philanthropy Plan
- With the General Manager's support, secure the Committee of Management's endorsement and active involvement with the Plan
- Determine a framework for recognition of supporters, and ensure supporters receive appropriate levels of benefits
- Seek out and build relationships with potential donors, philanthropic trusts and foundations
- Seek out new grant funding sources and prepare applications and
- Maintain relationships with, and increase the value of donations from existing donors
- Plan, organise, attend and evaluate any special events or initiatives undertaken to support the Plan
- Preparation of any printed or online collateral required to support the Plan in consultation with the Media and Marketing Officer
- Prepare quarterly reports to the General Manager, CEO and Committee of Management on the progress of the plan
- Manage and maintain a proactive and close working relationship with ArtSupport Australia's designated mentor
- Work collaboratively with version 1.0's team, including all staff, artists and crew

Terms of Employment

Remuneration

Commencing late January 2012, the Development Manager will be a part-time position, entailing approximately 30 hrs per week. The precise hours worked will be dictated by the company's annual schedule of activities. This is a one-year position (2012), with the possibility of extension, pending funding

renewal, achievements of fundraising targets, and Committee approval. An occupant of the position is subject to a 3-month probationary period.

The rate of pay in 2011 is \$61,000 (pro rata, 4 days per week) plus leave loading and super, with CPI-based wage increases of 3% per annum.

version 1.0 organisational chart

