



<b>Position</b>	<b>Development Director</b> (part-time: 0.6FTE, flexible)
Reports to	Executive Director
Staff reports	-
Salary	\$100,000 (pro rata) + statutory superannuation
Location	Working remotely but ideally based in Melbourne or Sydney

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## ABOUT STELLA

Stella is a small not-for-profit cultural organisation that was founded in 2012 with the first Stella Prize – a major literary award celebrating women’s writing – awarded in 2013. Through a series of strategic initiatives for women writers, Stella champions outstanding literature, supports greater participation in the world of books, and strives to ensure that women’s writing has a prominent place in Australian culture.

With no recurrent government funding, Stella relies on a loyal community of donors, sponsors, and philanthropic trusts and foundations to achieve our cultural change goals. Approximately three-quarters of Stella’s revenue comes from private giving and the generosity of our dedicated major donors. In Stella’s tenth year, philanthropic development is a major strategic priority. Stella aims to celebrate our milestone birthday with an expanded suite of initiatives that are contingent on securing appropriate funding.

Stella comprises a small-but-mighty team, who are passionate about literature, equality, and feminism. To succeed in this role, you will be strategic, self-motivated and a keen collaborator. Bringing compelling communication skills and creative thinking, the successful candidate will have an innate ability to build relationships and will be energised by Stella’s vision of a vibrant and equitable national culture that values women’s writing.

This opportunity is ideal for a passionate and ambitious fundraiser with a proven track-record, who will work closely with a highly committed Board and ED to achieve extraordinary impact through philanthropy.

## POSITION SUMMARY

This is a part-time (0.6FTE) role that drives Stella’s fundraising efforts, with a focus on individual donors, major gifts, trusts and foundations, and bequests.

The Development Director is responsible for refining and implementing strategies that achieve annual and long-term revenue targets. The Development Director works closely with the Executive Director and Fundraising Subcommittee of the Board to ensure Stella delivers exceptional stewardship and engagement for existing supporters and explores new revenue streams through expanded corporate giving and partnerships.

A pro-active and hands-on attitude is essential, along with existing networks and relationships.

## RESPONSIBILITIES

- Refine and implement a robust, ongoing Fundraising Plan, including strategies for identifying, cultivating, soliciting and stewardship of current and prospective partners and donors.
- Manage major gifts fundraising pipeline, engagement, solicitation and stewardship of donors to ensure highly professional and effective outcomes. Responsibility for securing major gifts, and actively supporting Board and Executive Director & Board at leadership level gifts.

- Working closely with ED and Board, particularly Fundraising Committee to drive activity, accountability, and outcomes.
- Contribute to brand building through strategic donor communications: create and maintain compelling fundraising collateral and campaign materials, including the Case for Support, Annual Donor Report, quarterly donor newsletters, and other materials that demonstrate Stella's need and impact, with support from the Communications Coordinator.
- Lead on-brand and memorable fundraising initiatives, campaigns, and events to maximise donor retention and further cultivation, in collaboration with the Executive Director and Program Manager.
- Identify, cultivate, prepare, and submit Philanthropic proposals and grant applications; once successful, follow through with timely and accurate acknowledgement, benefits and engagement.
- Identify, cultivate, and seek sponsorship (cash and in-kind) opportunities for Stella; prepare and follow-through with proposals, service partnership and maintain timely, accurate and engaging reports and benefits.
- Ensure the efficient administration of all fundraising functions, including maintaining superb donor relationship management, invoicing, receipting, and acknowledgements.
- Deputise for the Executive Director, as required.
- Other duties as required.

#### PERFORMANCE CRITERIA

- Level of philanthropic support secured including medium to long-term pipeline
- Delivery of fundraising strategy and associated KPIs
- Growth in impact and sustainability of private giving program
- Donor satisfaction and loyalty (including retention)
- Support of ED & Board in achieving organisation-wide fundraising objectives
- Values alignment and contribution to the overall team

#### KEY SELECTION CRITERIA

1. Demonstrated experience and evidenced success in soliciting major gifts and philanthropic grants (preferably, but not essentially, in the arts and cultural sector).
2. Track record in achieving financial targets through strategic initiatives, philanthropic programs, and campaigns.
3. Ability to build authentic relationships with a variety of stakeholders, extending and strengthening networks through targeted cultivation and stewardship.
4. Outstanding communication skills, with the ability to think creatively, negotiate and deliver partnerships that are mutually impactful.

#### OTHER INFORMATION

The Stella team currently works remotely with key staff members located in both Melbourne and Sydney. The Development Director will ideally reside in – and have strong networks within – one of these cities. Whilst the role is remote, there is an expectation of high levels of face-to-face engagement with donors, Board members and events. Further information about Stella can be found on our website: [www.thestellaprize.com.au](http://www.thestellaprize.com.au)

## TO APPLY

Contact Stella's Executive Director, Jaclyn Booton on [jaclyn@thestellaprizet.com.au](mailto:jaclyn@thestellaprizet.com.au) with any questions or to arrange a confidential discussion of the role.

Applications should include:

- Cover letter that outlines your interest in, and suitability, for the role.
- Current CV, including two referees.
- A statement addressing the following two questions (2 pages, maximum)
  - A key responsibility of the Development Director is cultivating major gifts through exceptional engagement and stewardship. Provide an example of the steps you have taken to secure a significant donation or identify and develop a pipeline for major gifts.
  - Describe how you have managed a complex fundraising campaign (e.g., multiple stakeholders, moving deadlines, conflicting needs), including one major risk that was identified and the steps you put in place to mitigate that risk.

Combine all documents into a single PDF file named "<<Last Name, First Name>> - Development Director" and send to [jaclyn@thestellaprizet.com.au](mailto:jaclyn@thestellaprizet.com.au)

Applications close at midday, **Monday 26 July 2021**.