

Development & Communications Manager Job Package



Applications close at 5pm AEST 2 May, 2025.
Enquiries to Moorambilla Voices Executive Director
Jacob Williams: ed@moorambilla.com

Here is a rare opportunity to join one of Australia's leading arts companies in the essential role of Development & Communications Manager.

For over 20 years, Moorambilla Voices Ltd. has been supporting children and youth living in regional and remote NSW to live a life of creative possibilities, through its annual program of residency camps, tours, recordings, development workshops, performances and online education modules.

We're searching for a passionate and dynamic professional to lead and coordinate Moorambilla Voices' fundraising and sponsorship strategies to increase revenue from donors, corporate partners and foundations. This role will also manage the communications activities to ensure consistent and engaging messaging to promote the Company, increase community engagement and improve brand awareness. This critical role within our business will ensure all children, regardless of geographic and socio-economic background, can access transformative arts and cultural experiences.

We acknowledge this role is broad and welcome candidates to discuss full-time and part-time options, and scope of responsibilities. Additionally, we welcome the opportunity to work remotely with candidates who are passionate about supporting life-changing arts and cultural experiences to children and youth.

POSITION: Development & Communications Manager
TERM: Full Time or Part Time, 18-month Fixed Term Contract with option to extend by mutual agreement, commence as soon as able.
SALARY RANGE: Commensurate with experience.
ACCOUNTABILITY: Reporting to the Executive Director.

ABOUT THE COMPANY

Moorambilla Voices Ltd. is an extraordinary, award winning multi-arts development program engaging talented rural and remote children and youth from the Northwest region of NSW. Over the last 20 years, the program has grown significantly in its capacity and reach and now delivers workshops and arts activities to over 3500 participants annually. The organisation has a long history of innovation and excellence that inspires audiences to imagine the world from new perspectives - and see that life is full of possibilities.

For two decades, Moorambilla Voices has been supporting children and youth to experience the joy of the creative arts through its annual program. Participants, aged 8-18, from over 137 schools and 22 LGAs attend free in-school workshops, and from this cohort approximately 300 participants are selected to attend residency camps. The camps provide the opportunity for the children and youth to co-create new Australian works with arts professionals inspired by the land, waters, stories, and cultural heritage of the Indigenous communities of regional NSW. These works are performed as part of the annual Moorambilla Voices Gala Concerts. The districts within which the Company works is designated rural or remote and has a high percentage of disadvantaged youth and children due to isolation, lack of facilities and educational opportunities.

Through multi-disciplinary arts programs and performances, the Company draws on the cultural legacy and spirit of the country with recognised leaders in our field to spark national conversations on inclusion and respect. Moorambilla's program aims to include over 30% of participants that identify as Indigenous over the four ensembles.

Our impact is far-reaching and profound, inspiring and empowering regional youth to dream big. The Company is built on the core values of:

INTEGRITY	Transparency underpins all that we do.
RESPECT	Our work is culturally safe, free of appropriation, honours First Nations people's stories and voices, and respects cultural knowledge and boundaries.
ACCESS	All young people are given the opportunity to thrive.
PERSISTENCE	The work is challenging, but the rewards are vast. Our commitment to regional New South Wales is enduring and unwavering.
CONNECTION	We are all nourished when we connect, listen, share and collaborate.
BELIEF	We never doubt the boundless potential of young people and the power of genuine cultural exchange

THE ROLE

Reporting to the Executive Director, this important role will deliver Moorambilla's fundraising, business development and communications strategies to:

- Increase the Company's revenue from donors, corporate partners and philanthropic foundations through leading and writing grants applications, designing and implementing individual giving campaigns, managing donor circles and events, and identifying and stewarding long-term funding partnerships with corporate partners and philanthropic trusts and foundations.
- Ensure consistent and engaging messaging across all media platforms and channels to promote the Company's events and activities and increase community engagement and brand awareness.

This is an exciting opportunity for a passionate professional with demonstrated experience in fundraising, stakeholder management, and communications, seeking to directly advocate for and contribute to the growth of the Australian arts and cultural sector. The successful candidate will play a key role within our team and in increasing revenue through donor engagement, corporate partnerships, and philanthropic foundations, as well as enhancing community engagement and brand awareness. The Development & Communications Manager will work with the Executive Director, Artistic Director, Board and communications team to achieve the Company's artistic, creative and business goals.

KEY ROLES AND RESPONSIBILITIES

Donor Strategy and Stewardship, and Bequests

- Develop and deliver end-to-end philanthropic campaigns (annual giving, major gifts and bequests) to achieve philanthropic targets.
- Secure donations and bequests from prospective donors and manage and steward relationships with existing donors.
- Devise and implement fundraising events.
- Maintain donor records and relationship progress, complying with relevant legislation.

Trusts and Foundations

- Support the Executive Director in writing philanthropic foundation grant applications and managing acquittals
- Build and develop relationships with key contacts for trusts and foundations.
- Research and identify prospective philanthropic opportunities offered through trusts and foundations.

Corporate Partnerships

- Work with the Executive Director to identify prospective partners who share Moorambilla's values and are suitable for long-term partnerships.
- Work with the Executive Director and Communications team to develop tailored corporate partner pitch decks and a business development pipeline for continuous engagement.
- Manage relationships with corporate partners, and work with the Moorambilla team to deliver benefits, events and content activations in-line with partnership agreements.

Other

- Ensure appropriate acknowledgement of corporate partners, donors, trusts and foundations, across all publications, digital and marketing materials.
- Attend opening nights and special events as required, (occasional regional NSW travel is required).
- Other duties reasonably required by the Executive Director.

Communications, Marketing and Publicity

- In collaboration with the Executive Director, develop and implement communications strategies that promote Moorambilla's events and activities, raise the Company's profile and increase engagement, brand awareness and audience reach.
- Work with content creators across video, photography and design elements to create engaging content for various platforms including print collateral, newsletters and campaigns, social media and Moorambilla's website.
- Align all content and communications with Moorambilla's core messaging and brand strategy so that it engages new and existing audiences/supporters.
- Manage the Company's social media platforms including Facebook, Instagram and LinkedIn.
- Build and maintain relationships with key media contacts (local press, arts journalists, radio, TV), and write press releases, to secure coverage and promote upcoming performances, events, and initiatives.
- Monitor and report on the effectiveness of all marketing, communications, and publicity efforts, including digital metrics, audience reach, media coverage, and engagement levels, using this data to inform communication strategies.

SELECTION CRITERIA

Essential

- Demonstrated experience in fundraising, securing income from corporate partnerships, trusts and foundations, and donors.
- Exceptional stakeholder relationship management skills including the cultivation and stewardship of donors, and trusts and foundations and corporate partners.
- Strong organisation and time management skills with a demonstrated ability to meet deadlines.
- Highly developed interpersonal, verbal and written communication skills, with the ability to tailor communication to different internal and external stakeholders.
- Ability to work effectively in a dynamic environment as part of a team and independently.

Desirable

- Experience in communications, marketing, or public relations, preferably within the arts, education, or non-profit sectors.
- Experience in using communication and media platforms and channels including social media, press, newsletters and campaigns, and websites to raise a Company's profile and increase engagement, brand awareness and audience reach.
- Possesses influential networks with prospective corporate organisations, philanthropic individuals, and trusts and foundations (both regionally and nationally).
- Experience in writing trust, foundation and government grant applications and acquittals.
- Knowledge and interest in arts and young people, regional and remote communities and Aboriginal and Torres Strait Islander cultures.
- Relevant tertiary qualifications.

TO APPLY

Applications close COB 2 May, 2025.

Position enquiries to Moorambilla Voices Executive Director, Jacob Williams: ed@moorambilla.com

Applications must be submitted as one PDF document, emailed to Moorambilla Voices Executive Director, Jacob Williams: ed@moorambilla.com

- A one page cover letter including your motivations for applying for the position.
- A 2-3 page response addressing the essential and desirable selection criteria.
- A 3 page (max) CV that includes professional experience, qualifications, and contact details for two current referees.

We are an Equal Opportunity Employer. Moorambilla is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) people. Please let us know if you would prefer to apply in a different format or if there is any barrier for you in the job application process, as stated.