

MELBOURNE INTERNATIONAL FILM FESTIVAL

POSITION DESCRIPTION

POSITION TITLE:	Philanthropy Executive
REPORTS TO:	General Manager
KEY INTERACTIONS:	Artistic Director, Finance Manager, Partnerships Manager
CONTRACT:	12-month contract at 0.6 FTE. Please note it is an inherent requirement of the position that the post-holder is able to work, and do so in the MIFF office, in the months of June/July/August during which time no major annual leave will be approved.
Salary range:	\$70,000 - \$75,000 per annum pro rata plus superannuation (dependent on experience)

ORGANISATIONAL CONTEXT:

MIFF Vision:	Build an enlightened, engaged society through film
MIFF Mission	To bring to you the story of the world through curated and unforgettable screen experiences.
MIFF Core Values	Independence, High Performance, Inspiration, Creativity, Integrity, Good Governance

Established in 1952, the Melbourne International Film Festival (MIFF) is one of the oldest ongoing cultural events in Australia and is the largest and most significant screen event in the southern hemisphere. The MIFF immersive audience experience is created to:

- present the diversity of the world's stories through curated film choices that are not bound entirely by commercial priorities;
- select the most cutting-edge and exciting new forms of cinema from around the world, on the basis of originality, relevance and urgency;
- provide quality curated experiences for those who want to take the temperature on film as an artistic medium at the given moment;
- connect audiences directly with the artists and confronting and debating challenging and complex issues and ideas;
- celebrate the big screen experience, the environment for which films were designed, with the best possible technical presentation;
- entertain culture seekers with pleasurable experiences and engage and energise passionate filmgoers with fearless programming;
- showcase new technologies;
- create events that are unmissable for culture-seekers.

POSITION OVERVIEW:

Reporting to the General Manager, the Philanthropy Executive will be responsible for developing the MIFF philanthropic program with the aim of stimulating private-giving to MIFF, donations from trusts, foundations and individuals, to augment MIFF's corporate, government and box office revenue streams.

This new role, aimed at targeting a new funding stream for MIFF, will focus on developing and implementing strategies and programs which align with the vision, mission and core values of MIFF in order to identify, cultivate, negotiate, secure and service patrons, major donors, trusts and foundations to achieve private fundraising targets.

Major Areas of responsibility:

GENERAL	<ul style="list-style-type: none">• In consultation with the General Manager and key members of the MIFF Board, develop a strategic philanthropic campaign taking into account all areas of interest for the festival.• Manage the philanthropy budget as set by the General Manager and Finance Manager• Maintain awareness of current practices and future trends in philanthropy in both Australia and abroad as well as maintaining up-to-date with legislative developments which impact the philanthropic environment• Develop and maintain thorough and up-to-date records and files relating to individual donors, agencies, trusts and foundations including database management• Manage all reporting requirements, relating to philanthropic giving, as requested by the General Manager including preparing internal reports and contributing to post-festival reports for external circulation to key stakeholders, sponsors and other partners, ensuring all report content and presentation is of the highest standard.• Provide regular updates to the General Manager of progress and relevant developments• Ensure compliance with Australian Philanthropic ethics, standards and legal requirements• Through the General Manager, provide guidance and support to the Board and undertake activities to facilitate their fundraising goals as required• Manage and undertake all donor fulfilment duties – especially during the festival period.
INDIVIDUAL GIVING	<ul style="list-style-type: none">• Develop and implement individual giving program strategies with the aim to attract and secure new patrons and increase the value of current donor giving.• Develop a high level of donor stewardship cultivating strong relationships and regular communication with donors• Work closely with the relevant marketing and systems teams to drive all aspects of philanthropic online giving capabilities• Oversee all donor acknowledgements and ensure recognition is accurate• Be the first point of contact for all donors and philanthropic supporters, managing all communications from the Festival to the donor base.• Develop the profile and awareness of MIFF's philanthropic program in conjunction with the Festival marketing team.
TRUSTS AND FOUNDATIONS	<ul style="list-style-type: none">• Identify Trusts and Foundations which can be targeted for philanthropic support• Understand the funding criteria and deadlines of targeted Trusts and Foundations and keep abreast of changes to these

	<ul style="list-style-type: none"> • Following consultation with the Programming team, develop proposals and applications which meet funding criteria and deadlines and align with MIFF goals.
<p>Contribute to MIFF staff morale and maintain professional and positive working relationships with MIFF core and contract staff</p>	<ul style="list-style-type: none"> • Demonstrate a willingness to assist other staff when necessary and contribute to a positive working environment • Consistently display respectful behaviour towards all volunteers, staff members and festival patrons • Communicate any problems, delays, risks and concerns to the General Manager and other appropriate staff immediately, together with recommended solutions if and where possible • Maintain confidentiality of all MIFF information and intellectual property.

Key Selection Criteria

1. Minimum four years' experience in philanthropic fundraising and donor stewardship preferably in the arts sector
2. Track record of achieving substantial fundraising targets for high profile organisations ideally in the arts and/or not-for-profit sector.
3. Experience developing, nurturing and growing stakeholder engagement both at individual donor and organisational level and a demonstrated commitment to excellence in customer service and patron experience.
4. Proven experience in developing and implementing successful philanthropic strategies.
5. Strong financial management and project cost management skills with track record of delivering to budget.
6. Excellent communication skills - in particular in writing, presentation and negotiation.
7. Experience working in a high-volume environment with the ability to work under pressure, to deadlines and set priorities effectively.
8. Proven ability to effectively problem solve and demonstrate initiative while also working to directives and team priorities.

INTERNAL MATERIALS/CONSIDERATIONS

While it is not listed in the position description, the successful candidate will need to spend the first few months getting to know the organisation, agreeing a work plan and priorities. These priorities will include things such as:

1. Developing a prospects list to include individual donors, trusts, foundations, agencies and government.
2. Strategies to target these various prospects.
3. Ideas such as converting key MIFF Premium Members to become Donor Circle members, engaging the Board to identify and encourage Donor Circle participation.
4. Identifying areas of the MIFF program that can be leveraged for fundraising/grants, with early priorities probably including:
 - a. Schools/Kids screening programs
 - b. Access program (under-privileged/under-represented parts of society at MIFF)
 - c. Travelling Film Festival
 - d. The new Competition
 - e. Securing stable financial future for Bright Horizons AR/VR screening strand.