

We're on the lookout for a dynamic, detail-driven fundraising professional to join our passionate team in the not-for-profit arts sector. If you bring experience, strategic thinking, and a love for the arts, we'd love to hear from you!

Position Description – MANAGER OF EXTERNAL RELATIONS

Hours: 0.8 FTE (4 days per week). There will be some flexibility in the days of the week to be worked. TarraWarra Museum of Art has a flexible work from home policy. This position can work 2 days a week from home.

Salary: \$75,000 - \$80,000 depending on experience (for 4 days per week) plus 12% superannuation

About TarraWarra Museum of Art

Established in 2003, TarraWarra Museum of Art is a not-for-profit public art gallery located on Wurundjeri Country in the Yarra Valley, Victoria. In Woiwurrung—the language of the Wurundjeri people—TarraWarra translates approximately as ‘slow moving waters’ and is the name given to the area in which the Museum is located.

Not only did the founding patrons Marc Besen AC and the late Eva Besen AO gift the Museum building, they also donated over 600 artworks from their private collection of 20th and 21st century Australian art. Building on the Eva and Marc Besen gift, the Eva and Marc Besen Centre, a purpose-built education and visible storage centre, opened in March 2025. Designed by Kerstin Thompson Architects with landscaping by OCULUS (in collaboration with Wurundjeri horticulturalist Craig Murphy Wandin), this award-winning building has enabled the Museum to significantly expand upon our public programs and learning and engagement activities. By 2026, the Centre will be able to facilitate 167 public and learning and engagement programs annually.

TarraWarra Museum of Art has a national and international reputation for curating significant exhibitions and programs with Australian and international contemporary artists and curators. The Museum presents three to four major exhibitions per year featuring Australian and international artists and guest curators.

TarraWarra Museum of Art understands the vital role that art can play in fostering a culture and a community that proudly recognises and respects the creative expressions, living traditions, deep knowledge systems, diverse talents, and abiding connection to Country of Aboriginal and/or Torres Strait Islander peoples across Australia. Through the presentation of a range of stimulating, innovative and challenging commissions, exhibitions, public programs, and learning and engagement activities we have provided opportunities for Aboriginal and/or Torres Strait Islander peoples to share with our audiences their diverse artistic and cultural practices, express their historical experiences and convey their unique contemporary perspectives and insights. From July 2023–July 2025, the Museum implemented its first Innovate Reconciliation Action Plan which involves the full support and commitment of all management and staff.

Our Vision

Connecting Art, Place and Ideas

Our Purpose

Generate a suite of exhibitions and experiences, drawing inspiration from our location, exemplary collection and current ideas. We aim to engage with audiences to develop a deeper understanding of the worlds that artists create.

Each member of our staff contributes toward TarraWarra Museum of Art achieving the goals within the Strategic Plan 2024–2027, which are:

- Connecting art, place and ideas
- Audience engagement
- Collaborating with the sector
- Providing for robust, sustainable and secure operations

Our Values

TarraWarra commits to the following Values in everything we do:

- Respect for art and the artist
- Respect for the spirit of philanthropy – the inspiration for the Museum
- Respect for First Nations voices of Wurundjeri Country and beyond
- Respect for the natural world and sense of place, inspiring fresh creative perspectives
- Respect for the diversity of our visitors
- Respect for the curiosity of our audience
- Respect for cultural safety, equity and access

Position Overview

This 4 day a week position is located at the TarraWarra Museum of Art and is responsible for developing and engaging the Museum’s external stakeholders, including sponsors, supporters and partners. These range across private philanthropic foundations, corporate companies, local, state and federal funding bodies, local council, and a range of in-kind supporters. The position also actively works with the TarraWarra Museum of Art Board.

Key Performance Indicators

1. Maximise sponsorship and financial opportunities, striving to achieve financial donations of \$500,000 per annum and secure 5 sponsorship relationships for the next 5-10 years.
2. Actively develop the Museum’s TarraWarra Contemporary donor group
3. Ensure the timely acquittal of government grants, and annual reports to the Museum’s sponsors and supporters.

Position Description

Connecting Art,
Place and Ideas

- Contribute to the implementation of the Museum’s strategic plan.
- Develop and implement fundraising strategies in accordance with the Museum’s Strategic Plan and the Board’s Sponsorship and Fundraising committee.

- Engage with and secure prospective philanthropic, financial and in kind supporters of the Museum in consultation with the Director.

Collaborating with the Sector

- Establish and maintain key stakeholder relationships, including sponsors, philanthropic trusts and foundations, donors, supporters, government agencies and the Board.
- Research, write and prepare professional proposals, grants (Government, Trusts & Foundations) and acquittals.
- Actively grow the Museum's TarraWarra Contemporaries and organise appropriate events and tours.

Audience Engagement

- Manage the Museum's invitation list for exhibition openings.
- Participate in the Gallery's corporate life including attendance at, and assistance with openings, stakeholder events and other after-hours programs, as required.
- Management of the VIPs attending the annual TarraWarra Festival featuring the Australian Chamber Orchestra, including VIP dinner attendees in collaboration with the ACO.
- Maintain accurate records and excellent filing for above activities.
- Participate in the Museum's Reconciliation Action Plan Working Group.

Providing for Robust, Sustainable and Secure Operations

- Prepare quarterly Sponsorship and Fundraising committee papers, attend meetings, record and circulate minutes.
 - Oversee the production of the Annual Report.
 - Maintain a clean and safe workplace for staff, contractors, volunteers and visitors.
 - Report issues of concern such as hazards and risks and where applicable, rectify.
 - Adhere to TWMA's Policies and Procedures.
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Job applicants should address these Key Selection Criteria

Qualifications: Tertiary qualifications in the arts and or business

Experience

1. Demonstrated ability, with a minimum of five years' experience to initiate, develop, implement and evaluate effective fundraising and/or key stakeholder building strategies and programs.

2. Proven track record in procurement of cash donations from philanthropic organisations and/or government, and individual donors and sponsors, preferably within the context of an arts organisation.
3. A sound understanding of the philanthropic, corporate and government arts funding sectors in Australia and excellent contacts and professional networks.
4. Demonstrated experience in working with Boards of not-for-profit sector.
5. Demonstrated interest in the visual arts.

Capabilities

6. Proven ability to think strategically.
7. Excellent interpersonal skills, with a demonstrated ability to develop and maintain effective working relationships with key stakeholders both internal and external to the organisation.
8. Excellent writing skills for the preparation of funding applications and sponsor proposals.
9. Excellent presentation skills combined with outstanding oral, written and interpersonal skills.
10. Excellent organisational skills, ability to set priorities, capacity to meet deadlines, be self-motivated and work autonomously or as part of a team.
11. Excellent computing skills including knowledge of MS Office and Salesforce preferable.
12. Current driver's licence and car.

Equal Opportunity

We are committed to creating a workplace that reflects the diverse community we serve and where everyone feels respected, valued, and empowered. In accordance with the Equal Opportunity Act 2010 (Victoria), we actively promote a culture of inclusion and fairness, and we do not tolerate discrimination, sexual harassment, or victimisation in any form.

We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse communities, people with disabilities, and people of all genders and sexual orientations. We strive to provide reasonable adjustments and support to ensure equal access to employment and participation.

Our goal is to foster a safe, inclusive, and equitable environment where all individuals can thrive.

Reports to

Director, TarraWarra Museum of Art

Special Conditions

There will be occasions where work will need to be completed outside of normal working hours due to out-of-hours events. Normal working hours are generally 30.4 hours per week for this four-day per week (0.8) position. There will be some flexibility in the days of the week to be worked.

Time in lieu is a benefit granted to eligible employees, which allows them time away from work, commensurate with the amount of overtime they have worked.

Other requirements

The employee must hold a full current driver's license and own a registered vehicle to travel to and from work. The role requires a Working with Children Check and a Criminal History Check. The employee must have working rights in Australia.

To Apply

Applications are Due: Friday 12th September 2025, 5pm

Enquiries to Victoria Lynn, Director 03 5957 3100 or applyexternalrelations@twma.com.au

Applications must be submitted by email to: applyexternalrelations@twma.com.au and should consist of:

- A current CV with two professional referees (max 3 pages, referees will not be contacted prior to interview stage.)
- A cover letter (no more than 1 page)
- Responses to the Key Selection Criteria demonstrating relevant examples of experience (no more than 4 pages)

TarraWarra Museum of Art acknowledges the Wurundjeri people of the Kulin Nation as the Traditional Owners and original Custodians of the lands and waters on which the Museum stands.