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| Job Title: | Assistant Director – Development and Operations |
| FTE: | 1 FTE, 37.5 hours per week |
| Salary: | \$80,000 per annum, pro rata + 10.5% superannuation |
| Reporting relationship: | Reports directly to Executive Director Direct reports Gallery Shop Manager, Development Assistant, Front of House Coordinator. |

About the Role

The IMA is looking for a highly motivated Assistant Director Development-and-Operations to drive its revenue strategy—which includes the IMA Annual Gala, tiered philanthropic program, and IMA Gallery Shop—and oversee its general management. The job combines the roles of a fundraising business-development manager and a general manager. Working alongside the Executive Director, and with the Assistant Director Programs, the Assistant Director Development-and-Operations will form part of the executive team which will lead the IMA’s vision, goals, and strategic priorities.

This is a hands-on position in a small team, where you will be expected to work across all aspects of the business. While we have two Assistant Directors, there is considerable overlap. Each must understand the other’s role and be able to step in for them on occasion, as required, for instance due to absence or when there’s a bottleneck in the work. Both need to be able to front for the organisation as a whole.

About the IMA

Since 1975, the Institute of Modern Art has been the hub of the Brisbane’s contemporary art scene, presenting an annual program of exhibitions, public programs, publications, and offsite programs by Queensland, Australian, and international artists.

As one of Australia’s leading independent contemporary art spaces, our vision is to become a truly inclusive, sustainable, and future-focused organisation. Through our artistic programs, we invest in the local, shape the national, and impact the international.

About IMA Development

Tiered Patrons Program

In 2010, the IMA assembled a group of donors called the Commissioners Circle. This program has been hugely successful, significantly boosting our income and cultivating an intimate group of committed and passionate donors. To secure the institution's philanthropic future, we have a tiered annual-giving model to fill gaps in mid and high-level contributions. These are:

- Friends (\$250+)
- Trailblazers (\$750+)
- Commissioner’s Circle (\$2,000+)
- IMA Foundation (\$4,000+)

Annual Gala

The IMA's Annual Gala is one of Brisbane's most anticipated fundraising events. Launched in 2015, it is a critical annual activity for the IMA, raising vital funds for the IMA through an auction and donations.

IMA Gallery Shop

The IMA Gallery Shop has functioned as an independent store since January 2017. The Gallery Shop will expand the stock we carry (publications, local handmade ceramics, jewellery, etc), produce IMA editions, and placing a stronger focus on public programs, such as book launches and Snack events.

Key Tasks

Development

Work with the Director and Board to maintain and increase philanthropic and government support. This will involve

- Developing strategies.
- Maintaining and fostering relationships with existing donors, including engaging with donors personally one-on-one.
- Locating and cultivating new donors, including engaging with donors personally one-on-one.
- Organising and delivering the annual gala, to hit income targets.
- Organising the annual commissioners circle dinner.
- Launching a bequests program.
- Potentially, designing and launching a fundraising program for the relocation, if it proceeds.

Work with the Director and Shop Manager to maintain and increase self-earned income from the shop.

- Develop successful artist editions.
- Oversee the shop, planning and delivery.
- Oversee the works of the Shop and FOH Manager and the Shop and FOH Assistant.
- Oversee and support the work of the Development Assistant, if and when appointed.

Operations

- Complete reports to funders, including Arts Queensland and Australia Council.
- Provide administrative support for the Board (including preparing board papers, receiving staff monthly reports).
- Oversee FOH operations, keeping the IMA open and inviting.
- Manage archives and office records.
- Maintain office (equipment, stationary, furnishings, internet, etcetera).
- Manage finances, including developing and monitoring budgets.
- Write grants.
- Prepare board papers, AGMs, insurances, ensuring constitutional and legal obligations are met, including NFP reporting requirements

- Organise, attend, and report at board meetings.
- Build strong relationships with the private sector, including donors, trusts, and businesses.
- Represent the IMA at public events and when required at sector meetings
- Perform any other duties as required by the Director.

Selection Criteria

Essential

- Understanding of and commitment to contemporary art and to the business and brand of the IMA.
- Appropriate tertiary qualification.
- Experience in business development, fundraising, or other relevant role, especially in the arts or not-for-profit sector, with a track record in attracting donors and achieving fundraising revenue goals.
- Experience in securing and acquitting government and foundation funding.
- Experience in building relationships, managing stakeholders, and stewarding donors, foundations, and philanthropic prospects.
- An approachable, engaging communication style, in writing and in person.
- Management experience, with the capacity to motivate team members to achieve their goals.
- Strong organisational and time management skills, with the ability to manage multiple projects at once.
- Financial management skills, including experience in setting, managing, and meeting budgets; understanding cash flow, cost benefit ratios, and profit margins.

Desirable

- Working knowledge of legal, constitutional, and governance requirements.
- Experience in building brand recognition and in utilising branding for business development.
- Experience managing operational aspects of a not-for-profit organisation.
- Experience in retail and product development.

Application Process

- For more details, including the position description, please visit the IMA's website: ima.org.au.
- If you have further questions about the role, please contact Robert Leonard, Director, at director@ima.org.au
- Applications must consist of a one-page cover letter, two-page (maximum) response to the Selection Criteria, a CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
- Applications should be sent to Robert Leonard, Director, at recruitment@ima.org.au by **Sunday 26 January 2025**.



The IMA values diversity in the workplace. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.