

## DEVELOPMENT ASSISTANT

Level B | 1.0 EFT

### ABOUT ANAM

The Australian National Academy of Music (ANAM) is dedicated to training the most exceptional young classical musicians from Australia and New Zealand. ANAM provides an intense studio-based program of individually-tailored lessons, classes, coaching, seminars and rehearsals, alongside a public performance schedule of over 180 events each year. ANAM's audience and membership base is highly engaged and supportive.

### ROLE DESCRIPTION

Development at ANAM is a small fundraising department with an ambitious target. Our work with ANAM's donors, government funders, sponsors and partners under-pins ANAM's and propels the organisation's reach and reputation.

We are looking for a skilled administrator with demonstrated and high-level experience using Tessitura – preferably in fundraising, preferably in the arts – ideally someone who ultimately wants to work in fundraising and takes pride in excellent donor-focused events, engagement and communication.

This multi-faceted full-time role works on all aspects of Development administration and also works closely with other ANAM Departments: specifically with the Finance, Marketing and Program teams. It needs someone who is creative and energetic, happy juggling many tasks, a motivated self-starter with a very keen eye for detail who enjoys administration, loves events and takes great pride in their work.

We are a small, friendly and hard-working team who love what we do, and achieve a lot by working closely together. We look forward to welcoming a much-needed assistant to our team.

### HOW TO APPLY

This position requires an email to the People and Culture Manager. Application instructions are at the end of this advertisement.

### DETAILS OF ENGAGEMENT

Position title:	Development Assistant
Salary classification:	Level B (from ANAM's Workplace Agreement 2016)
Salary range:	\$62,557 (plus super)
Time fraction:	full time
Employment type:	Ongoing full time, subject to the successful completion of a probationary period
Reports to:	Deputy General Manager
Works closely with:	Senior Development Coordinator, Development Events Coordinator, ANAM Marketing, ANAM Finance and ANAM Program Departments; ANAM Musicians, ANAM faculty
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	ASAP

End date: n/a

## **INDIVIDUAL RESPONSIBILITIES:**

### **Use Tessitura to:**

- maintain the quality and accuracy of ANAMs' donor records
- set up annual campaigns, funds, appeals, plans, designations and sources
- administer renewal communications
- receipt donations in a timely manner
- maintain donor acknowledgements in print & on the website
- confidently create lists using extractions and output sets, run reports as required
- use Tessitura Analytics to assist with financial tracking and forecasting
- work with ANAM's Finance Coordinator for donation reconciliation
- stay up to date with Tessitura learning modules to ensure that our processes and systems are accurate, efficient, and fully support our fundraising efforts

Support Development by maintaining the Departments local and interstate events plan, work with the team to issue timely invitations (using WordFly) and event reminders, monitor VIP and all complimentary ticket RSVPs, allocate tickets, and assist with event delivery as required

Assist with donor development and liaison at ANAM concerts and events (frequently outside of regular business hours)

Maintain ANAM's Development web presence

Maintain ANAM's VIP lists and donor stewardship matrix

Maintain donor instrument database (gifted and loaned) records working closely with ANAM Finance and Operations teams

Occasional Box Office assistance as required

## **DELEGATED RESPONSIBILITIES**

- n/a

## **KEY SELECTION CRITERIA**

### **Essential**

- Demonstrated experience using Tessitura
- Demonstrated experience in office administration
- High quality verbal and written communication skills
- Experience working autonomously as well as part of a team in a busy and dynamic environment
- Experience using digital platforms to support efficient administration and communication
- Demonstrated ability to quickly learn and master digital systems to facilitate departmental functions.

### **Desirable**

- Prior experience with financial administration, box office, ticketing or arts admin will be highly regarded
- A desire to be in fundraising, a keenness to learn, to be part of great team and to deliver high quality donor-focused communication and events

## **SPECIAL REQUIREMENTS**

Availability to work outside regular 'office' hours (with plenty of notice), including some evenings and weekends.

## OTHER INFORMATION

### *ANAM's Commitment to the Safety of Children and Young People*

ANAM has a commitment to uphold and respect the safety of all children and young people. This position will require a Victorian Working with Children Check and a National Crime Check.

### *Equity and Diversity*

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, Indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

The cohort of employees and contractors at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

### *ANAM's Acknowledgement of Country*

ANAM respectfully acknowledges the traditional custodians of the lands spread across Australia on which we work and live. We uphold and honour their continued relationship to these sites, we pay respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

## APPLICATIONS

### *Enquiries and further information*

- Charlotte Cassidy – People and Culture Manager, [c.cassidy@anam.com.au](mailto:c.cassidy@anam.com.au)
- Applications submitted automatically via third party sites will not be accepted.
- Further information about ANAM available at [anam.com.au](http://anam.com.au)

### *How to apply*

- Applications should be in one PDF document. Please include your CV and a letter addressing your suitability for the role, your relevant prior experience and why we should interview you. Please list three referees. Referees will not be contacted without prior notice. (Please don't respond individually to each selection criteria)
- Applications should be emailed to Charlotte Cassidy [c.cassidy@anam.com.au](mailto:c.cassidy@anam.com.au)
- Applications close 11.59pm on **Sunday 21 April 2024**