



Old
Parliament
House

APPLICATION PACK

Reference No:	31001
Title:	Head – Communications and Partnerships
Classification:	Executive Officer, Level 2
Employment Status:	Full time
Employment Type:	Non-Ongoing for 18 months (with the possibility to extend for another 18 months)
Hours per week:	37hours 30mins
Salary:	\$122,102 – \$143,454 + 15.4% Superannuation
Section:	Communications & Partnerships
Team:	Communications & Partnerships
Security Requirements:	Baseline Security Clearance
Supervisor:	Andrew Harper
Open Date:	Wednesday 25 November 2020
Closing Date:	Wednesday 9 December 2020 (11:59pm)
Contact Officer:	Mr Andrew Harper on 0417 663 740

Museum of Australian Democracy at Old Parliament House

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

Diversity and Inclusion

MoAD encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

About the Position

The Head Communications and Partnerships leads the team that undertakes the marketing, communications and fundraising activities for the Museum.

The purpose of the broader Communications and Partnerships team is to develop and deliver consistent and effective strategic communications and marketing, to internal and external stakeholders, partners, donors and, of course, the general public.

As Head Communications and Partnerships you will work across the agency and with the senior management group to implement a whole of organisation communications strategy, the MoAD Fundraising Framework to manage and enhance our existing external relationships and to secure and build new relationships and funding streams. You will identify and package philanthropic, partnership and sponsorship opportunities and will cultivate prospective partners and manage stakeholder and donor events.

Duties

Philanthropy and partnerships

- Develop and execute a strategies to deliver meaningful and financially successful relationships with a portfolio of donors
- Meet annual revenue targets through fundraising and partnership activity
- Develop prospectuses for key initiatives to establish donor base to contribute to philanthropic targets
- Manage and develop plans and events focused on strengthening existing partnerships and identify and pursue new partnership opportunities
- Evaluate and prepare regular reports on outcomes of partnerships and events and monitor market trends
- Strategic management of the Contact Relationship Management system
- Build and develop the skills and opportunities within the team creating a culture of inclusion and excellence

Marketing

- Manage all aspects of the brand, ensuring external facing activities are compliant with the brand including; the website, social media accounts, written materials such as briefings, presentations and reports in collaboration with relevant sections
- Supervise, evaluate and report on marketing campaigns, media activity outcomes against milestones and targets including ROI
- Develop and execute an integrated Marketing and Communications Strategy with a key focus on customer growth and retention
- Manage all marketing activities working with internal and external stakeholders to maximise promotion of the museum and its offerings.

Key Attributes

- A high level of motivation, initiative, judgment and commitment, together with a demonstrated ability to manage workloads and priorities to meet organisational objectives
- Ability to manage and build a team gift-seeking culture, with a focus on major gifts from high net worth individuals, trusts, foundations, bequests, sponsorships and community partnerships.

Your Application

Please provide a concise statement of no more than two pages outlining your relevant skills and experience.

No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key attributes, skills and experience against the position requirements.

Application Details

Your application must include:

- A completed application cover sheet - (available on the [MoAD website](#))
- Concise statement of claims
- Resume outlining your career history, qualifications and contact details for at least two recent referees

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Employment Agreement

All terms and conditions for employment at MoAD can be found in our [Enterprise Agreement](#).

Submission

Please submit applications by the closing date and time electronically to recruitment@moadoph.gov.au.

Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact the Recruitment Officer on: 02 6270 8297.

We will not accept applications received after the closing date, unless an agreement has been made with the contact officer.