

## POSITION DESCRIPTION

<b>Job Title</b>	<b>Development Manager</b>
<b>Reporting to</b>	Executive Director
<b>Direct Reports</b>	ICT Coordinator, Marketing Assistant
<b>Hours</b>	Three days per week
<b>Location</b>	Brighton, South Australia
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award – Level -5

The position is reliant on the availability of ongoing funding and organisational financial capacity.

---

### About Tutti

Our vision is that learning disabled and neurodivergent people seize their rightful place at the centre of arts and culture.

Our purpose is to shine the light on the astonishing art of learning disabled and neurodivergent people.

Tutti is a multi-arts organisation that believes in the talents of disabled creators who work with us across visual art, theatre, music, screen, dance, and technology.

The work we do is underpinned by the Social Model of Disability, Disability Justice, Disability Leadership and Disability Allyship.

### Purpose

The Development Manager plays a critical role in strengthening Tutti's financial sustainability by securing philanthropic income, cultivating donor relationships, and supporting organisational impact reporting. The role focuses on:

- Trusts, foundations, and philanthropic fundraising
- Donor stewardship and relationship management
- Impact evaluation and reporting
- Stakeholder and industry engagement

This part time role works with a small team to implement Tutti's Fundraising, Marketing and Communications plan, and to ensure that all initiatives align with Tutti Arts' Strategic Plan, business objectives, and core values.

The position requires strong communication, relationship-building, strategic thinking, and organisational skills, as well as a passion for the arts and disability sectors.

## **Key Responsibilities**

### **1. Trusts, Foundations & Philanthropic Fundraising**

- Identify, research, and pursue opportunities with philanthropic trusts, foundations, and major donors.
- Develop high-quality grant applications, expressions of interest, and proposals.
- Maintain a pipeline of funding prospects and track deadlines, reporting requirements, and outcomes.
- Build strong relationships with philanthropic partners, ensuring timely communication and stewardship.
- Prepare acquittals, impact reports, and updates for funders in collaboration with program staff.
- Monitor trends in philanthropic giving and identify new opportunities for Tutti's programs.
- Work with the Executive Director and Creative Director to align funding opportunities with organisational priorities.

### **2. Donor Stewardship & Income Development**

- Manage relationships with individual donors, including Tutti's Donor Collective.
- Develop stewardship plans that deepen donor engagement and retention.
- Coordinate donor events, briefings, and behind-the-scenes experiences.
- Support the development of major donor pathways and giving circles.
- Evaluate and report on the cost-effectiveness of fundraising activities.
- Maintain accurate donor records and communication logs.

### **3. Impact Evaluation & Reporting**

- Support the implementation of impact evaluation processes across programs.
- Gather data and evidence that demonstrate Tutti's artistic and social impact.

- Produce compelling impact narratives for donors, funders, and stakeholders.
- Contribute to the Annual Report, acquittals, and philanthropic communications.

#### **4. Marketing & Communications**

- Support the Marketing coordinator to provide content for communications, including impact, case studies and project summaries.
- Collaborate with the Marketing Coordinator to ensure fundraising messages are integrated into key campaigns and events.
- Maintain and update Tutti's Case for Support and messaging library.
- Work with the Senior Leadership team and the Marketing Coordinator to develop the Annual Report.
- Support the development of materials for stakeholder surveys and feedback.

#### **5. Stakeholder Engagement & Industry Relationships**

- Build and maintain strong relationships across the philanthropic, arts, disability, and community sectors.
- Represent Tutti at relevant networks, industry events, and inter-agency meetings.
- Promote Tutti's services, aims, and objectives to external organisations and the broader community.
- Identify opportunities for partnerships, collaborations, and profile-raising that support fundraising outcomes.

#### **6. Leadership & Collaboration**

- Lead a small team to deliver Tutti's integrated Fundraising, Marketing, and Communications Strategy
- Collaborate closely with the Executive Director, Creative Director, Arts Manager, and Marketing Coordinator.
- Attend programming, operational, and staff meetings.
- Foster a collaborative, inclusive, and respectful workplace culture.

#### **7. General Duties**

- Demonstrate knowledge of Tutti policies, procedures, and relevant legislation.
- Embed NDIS quality standards into practice.
- Undertake training in disability, arts, and administration as required.

- Perform reasonable additional duties as directed by the Executive Director or Creative Director.
- Some out of-hours work may be required.

### **Standard Workplace Requirements**

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values.
- Contribute to the goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time.
- Be aware of their own health and wellbeing and attend the workplace able to conduct their duties.
- Actively participate in performance reviews.
- Maintain satisfactory work clearances as required by Tutti.
- Be willing to work reasonable additional hours to meet specific role requirements.
- Actively participate in performance reviews.
- Be willing to work reasonable additional hours to meet specific role requirements.

### **Work, Health, and Safety**

All employees must:

- Understand and follow Tutti's safety policy, procedure, and practice, identify hazards, and contribute to a safe working environment.
- Immediately report to their line manager or a member of the senior team any accidents or potential risks, hazards that have been observed.
- Ensure all mandatory training is completed and up to date.
- Ensure that the health and safety of themselves, staff, participants, students, volunteers, participants are not put at risk.
- Be aware of their own health and wellbeing and attend the workplace in a fit state to conduct their duties.

### Key Selection Criteria

<i>Essential</i>	<i>Desirable</i>
<p><b>Education/qualifications</b> Communications, Marketing, Arts Administration, Business Development, Arts/Screen qualification, or equivalent experience.</p> <p>Proven success in writing compelling and inspiring communications</p>	
<p><b>Experience</b> Demonstrated experience writing impactful communications for various audiences</p> <ul style="list-style-type: none"> <li>- Proven experience in relationship management</li> <li>- Experience preparing grant applications, proposals, and acquittals</li> <li>- Experience working in the arts, disability, or community sectors</li> <li>- Ability to identify and respond to opportunities using sound business acumen</li> </ul>	<p>Experience working in the disability sector</p> <p>Experience working in the Arts Sector</p> <p>Experience in leading a small team</p> <p>Cross-cultural communication awareness</p> <p>Project management skills to execute communication plans on time and within budget</p>
<p><b>Skills</b> Campaign planning and execution</p> <p>Ability to tailor messaging to different audiences</p> <p>Building strong relationships and overseeing stewardship processes</p> <p>The capacity to motivate colleagues and foster collaboration to achieve marketing objectives</p> <p>Microsoft Office Suite, Adobe Creative Suite</p>	<p>People management</p> <p>Database management</p> <p>Social media management tools, web analytics tools (Google Analytics), email marketing platforms (Mailchimp), project management tools (Asana, Trello), and content management systems</p> <p>Experience in managing Word Press and web content</p>
<p><b>Knowledge</b> Understanding of fundraising and strategic marketing</p>	<p>Understanding of the NDIS Social Model of Disability</p>

**Personal Attributes**

Exhibits personal drive and professionalism.

Self-motivated, detail-oriented, and collaborative, problem-solving, and negotiation skills

An excellent communicator

Demonstrates initiative and can think critically

Ability to manage competing priorities and multi-task.

Models' integrity, ethical behaviour, and practices consistent with Tutti Code of Conduct and Values

Ensures a focus on wellbeing and safety of self and others and raises concerns where necessary.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer (authorised person)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Performance review period / Review date: \_\_\_\_\_