
Position Description

Development Manager

Salary: \$72,000 pro rata at 0.6TE, plus compulsory superannuation contributions

Hours: 0.6FTE (22.8 hours per week)

End Date: 31 December 2025

Reports to: Co-CEOs

ORGANISATIONAL CONTEXT

Nexus Arts is a leader in culturally diverse and intercultural artistic practice. We are the only contemporary arts organisation in South Australia with this focus. Nexus presents contemporary art which explores, promotes and celebrates cultural diversity. We foster excellence by supporting culturally and linguistically diverse and First Nations artists with development programs and presentation opportunities, engaging broad audiences to experience diverse artistic practice.

Our Vision

Australian contemporary arts truly represent our intercultural society, promoting social cohesion through diversity and excellence of practice.

Our Mission

Nexus Arts fosters contemporary intercultural creative practices, engaging and developing both artists and audiences.

PURPOSE OF POSITION

The Development Manager works across Development and Communications portfolios to grow the profile of Nexus Arts and our artists, service our members and grow our base, and to attract further investment in the organisation.

RESPONSIBILITIES

- Develop and implement a strategic fundraising plan, in consultation with the Co-CEOs
- Research and identify prospective philanthropic opportunities, including potential donors, foundations and trusts, and fundraising projects
- Research and identify prospective project grant opportunities, in consultation with the Co-CEOs
- Support in the production of grant applications, acquittal reports, and other business documentation as required
- Lead and manage the quick response grants program *40 for 40*, ensuring applications are processed in a timely manner
- Lead and manage fundraising and development events, ensuring continued integrity of the Nexus Arts brand
- Build and maintain relationships with funding partners, individual donors and stakeholders
- Working closely with the Marketing Manager, identify content opportunities, develop stories, and assist with the fortnightly/monthly EDMs where required
- Work with the Marketing team to optimise the external promotion of Nexus Arts through a variety of electronic and print publications
- Effectively deliver integrated publicity for our programs, ensuring that messaging is consistent and coordinated across all communication channels
- Craft, contribute to and coordinate internal and external communications, including PR pitches, media list development, internal newsletters, philanthropy reports, supporter communications and more
- Manage external communications to members, identified stakeholders, and media (including member-specific EDMs, advocacy outreach, media releases, partnership outreach, event publicity, and social media)
- Working with the Marketing Manager, create informative and engaging press releases, press kits, newsletters, and related communication materials
- With the Marketing Manager, lead creative storytelling activities to boost the visibility of Nexus Arts artists and raise the profile the organisation
- With the Marketing Manager, identify and execute opportunities to include Nexus Arts achievements and expertise in relevant news cycles and communication channels
- Work with media outlets to leverage existing contacts and engage new ones
- Support the delivery of the Membership and donor programs, including activities and events that maximise awareness and engagement, and managing logistics and fulfilment related to supporter/partner benefit programs (giveaways, offers, events)
- The provision of key support for Nexus Arts' funding application support program *Write Up*.

ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY AND ACCOUNTABILITY

- The Development Manager has authority as confirmed by the Co-CEOs.
- The Development Manager is accountable to the Co-CEOs for all aspects of their work.