

POSITION DESCRIPTION

Title: Acting Head of Fundraising and Development
 Status: 1-year Fixed Term Contract (parental leave coverage)
 Reports to: Director and CEO
 Direct report: Fundraising and Development Coordinator
 Issue date: September 2026

JOB PURPOSE

The Head of Fundraising and Development role is a one-year fixed term contract covering a period of parental leave.

The position is a senior leadership role responsible for delivering NAS's fundraising strategy and leading engagement with major external stakeholders.

They provide strategic leadership across all fundraising and development streams, including major gifts, annual and regular giving, bequests, trusts and foundations, corporate partnerships, grants, campaigns and special events.

The role is accountable for building a sustainable fundraising pipeline, achieving income and donor engagement targets, and cultivating long-term relationships with individuals, foundations, corporate partners and other key stakeholders. It also acts as senior advisor to the Director and CEO, the Chair of the NAS Foundation and the Board on philanthropy, fundraising strategy, donor engagement and development opportunities, and maintaining an ethical, donor-centric culture of philanthropy across the School.

KEY RESPONSIBILITIES

Strategic Leadership and Governance

- Lead the fundraising strategy, operational plans and budgets, aligned to NAS's Strategic Plan.
- Meet income targets and KPIs across all fundraising streams and take accountability for performance.
- Provide strategic advice to the Director and CEO, NAS Foundation Chair and Board.
- Adhere to ethical, transparent fundraising policies and gift acceptance procedures.
- Ensure compliance with relevant fundraising legislation and governance requirements.

Major Giving, Campaigns, and Annual and Regular Giving

- Build and manage a portfolio of major and principal gift prospects, leading cultivation, solicitation and stewardship.
- Manage annual appeals, patron programs and donor acquisition, retention and upgrade activity.
- Build relationships with trusts, foundations, corporates and sponsors; develop compelling proposals and strategic initiatives.
- Deliver bequest and planned-giving strategies; cultivate and steward legacy donors.

Donor Stewardship and Relationship Management

- Embed a donor-centric culture and high-quality stewardship across NAS.
- Deliver personalised donor communications, recognition, impact reporting and stewardship.
- Lead donor engagement, satisfaction and retention, using data and insights to strengthen fundraising performance.
- Ensure philanthropic commitments are appropriately acknowledged, documented and stewarded.

CEO, Board, Staff and Volunteer Engagement

- Enable the Director and CEO, Foundation members, Board members, executive and senior staff, alumni and other influential stakeholders to support donor cultivation, solicitation and stewardship.
- Support NAS Foundation members and fundraising volunteers in their fundraising, advocacy and engagement roles.

Prospect Development

- Lead prospect identification, research, qualification, segmentation and moves management across individuals, alumni, foundations, corporates and other funding sources.

- Manage CRM accuracy, data integrity and reporting.
- Use research, market intelligence and analytics to deliver strategy, resource allocation and decision-making.

Communications and Stakeholder Collaboration

- Partner with the Marketing team to ensure aligned, compelling fundraising materials and cases for support.
- Represent NAS with major donors, corporate partners, government and community leaders.
- Collaborate with internal stakeholders to align fundraising activity with institutional priorities.

Team Leadership and People Management

- Lead, manage and develop fundraising staff, setting clear objectives and priorities.
- Build networks that expand the School's philanthropic reach and fundraising capacity.

Reporting and Performance

- Report regularly to the Director and CEO, Board and Foundation on income, pipeline, forecasts and KPIs.
- Review fundraising effectiveness and ROI, identifying opportunities to grow sustainable philanthropic and corporate income.
- Maintain current knowledge of philanthropic trends and fundraising sector practice.

Other Requirements

- Ability to work flexible hours including evenings and weekends.
- Regional, interstate and international travel as required.
- Commitment to ethical practices, EEO and WHS policies.
- Perform other related duties as required.

QUALIFICATIONS / EXPERIENCE

- Undergraduate degree and senior-level experience in fundraising, development or advancement, or an equivalent combination.
- leadership experience in fundraising and business development within arts, cultural or tertiary environments (preferred).
- Demonstrated success in developing and managing comprehensive fundraising programs, including major gifts, bequests, corporate partnerships and trusts/foundations.
- Experience in delivering major campaigns (comprehensive or capital).

- Proven ability to set fundraising strategy, targets and KPIs, and deliver measurable results.
- project management, analytical and problem solving skills.
- Demonstrated ability to build and manage a sustainable fundraising pipeline.
- Superior interpersonal, verbal and written communication skills, with experience engaging senior stakeholders including donors, business and community leaders, and government representatives.
- Strong negotiation, influencing and stakeholder engagement capability.
- Ability to communicate the value and impact of visual arts and arts education.
- Demonstrated leadership of staff and volunteers, with the ability to build high performing fundraising teams and a donor-centric culture.
- Proficiency in Microsoft Office, web based fundraising tools and CRM systems, with the ability to use data to inform strategy and decision making.
- Knowledge of ethical fundraising practice, EEO, WHS and relevant legislative requirements.

KEY RELATIONSHIPS

Who	Why
Internal	
Director and CEO	Provide strategic fundraising advice and support delivery of annual fundraising priorities, campaigns and major projects.
Direct Report(s)	Lead, manage and develop the Fundraising and Development staff.
NAS Foundation Chair, Board and sub-Committees	Support governance of fundraising activity; provide advice, reporting and coordination of donor engagement.
Executive Team	Collaborate on organisational priorities, ensuring fundraising aligns with strategic, academic, gallery and program objectives.
Marketing Team	Coordinate aligned fundraising communications, cases for support, campaign materials and alumni engagement.
NAS Alumni	Engage alumni in philanthropic initiatives.
Senior Leadership staff	Head of First Peoples Program, Head of L&T, Head of Departments build strong relationships to support the School's F&D initiatives
Events & Commercial Manager	Develop philanthropic and partnership opportunities arising from commercial venue hire and events.
Managers and employees	Work across the school to identify opportunities, support stewardship and ensure alignment with institutional priorities.
External	
Philanthropists, corporate sponsors, community and business leaders, government representatives, collaborators	Build and maintain mutually beneficial relationships with external stakeholders and supporters.
Service Provider	Manage relationships to ensure quality deliverables, value for money and alignment with industry best practice.

ACKNOWLEDGMENT

I have read and understood this position description, and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____