

Expression of interest

4 May 2023

Fundraising and Partnerships Consultancy

Our Vision

The Literature Centre imagines a future where all children and young adults in Western Australia have access to Australian literature created by a thriving, valued community of authors and illustrators. To achieve this vision we create and present a range of relevant and accessible creative programs, events and opportunities for young people.

Consultancy Brief

We are seeking someone with experience of arts and cultural and or education sectors and well developed networks in philanthropy and sponsorship. Our target is to increase investment in our core operations by 20% by 2024 to sustain our future. If you have the passion, drive and networks to help us do this we are interested in working with you.

We can offer flexibility to work from home and manage your own hours. The CEO and Board will work closely with you to support advocacy, funding applications and proposals. We envisage the hours to be approximately 10–15 per week but this may increase or decrease depending on progress.

If you think this is something you can work with us on, please attach a CV and an EOI with a maximum of two pages defining an initial quote, scope and methodology for how you would set about achieving the below responsibilities and targets. Please include in your EOI a time frame and reference to the required skills. Attached is some background on the organisation and a list of potential funders and donors previously prepared. We would like to receive EOIs by COB **30 June 2023** but may extend.

Scope of Work

1. Secure new philanthropic and corporate investment to support core programs and operations.
2. Lead and prepare a Plus 1 matched funding campaign through Creative Partnerships.
3. Identify new funding opportunities and manage applications.
4. Actively advocate and promote The Literature Centre's value to potential funders, sponsors and investors.
5. Act as the key liaison point for all potential funding and sponsorship partners.
6. Set up meetings and introductions with key potential funding partners and attend networking events to promote the organisation's activities.

Targets to be achieved by 2024

1. Increase The Literature Centre's philanthropy/donations by at least 20%.
2. Secure at least one new sponsorship partner by 2024 for core programs/operations.

Required Skills

professional experience and qualifications

- understanding of and experience in the processes of fundraising and sponsorship for the arts and cultural, education and community sectors
- relevant and up to date funding, sponsorship and philanthropy networks and contacts

strategic management

- understanding of and support for the strategic vision of The Literature Centre
- relevant knowledge of the challenges in the not for profit, arts, philanthropic and sponsorship environment

project management

- support CEO and Board to determine a sustainable way forward
- work independently and collaboratively to manage funding applications, pitches and proposals to funding partners

build productive relationships

- build relationships with high level stakeholders

exemplify personal integrity and self-awareness

- support The Literature Centre's values and code of conduct and behave in an honest, professional and ethical way

communicate and influence effectively

- communicate confidently and effectively to high level stakeholders
- negotiate confidently and persuasively

Attachments

1. The Literature Centre Strategic Plan 2023-2027
2. Annual Report 2022
3. Spreadsheet prepared by previous consultancy funding opportunities

Please send your EOI to elizabeth.spencer@thelitcentre.org.au