



<b>Position title</b>	MQFF Capacity Building Manager
<b>Employment status</b>	Contract (Negotiable)
<b>Term</b>	From appointment to December 2022
<b>Position reports to</b>	Chief Executive Officer
<b>Location</b>	Level 8, 225 Bourke Street, Melbourne 3000, from around the middle of 2021 the Pride Centre of Victoria, 1B/79-81 Fitzroy Street, St. Kilda 3182 and/or remote working arrangements
<b>Direct Reports</b>	MQFF Volunteers

### The Festival

Melbourne Queer Film Festival (MQFF) is a not-for-profit community organisation with a mission to “engage the community with the best LGBTIQ+ content in order to educate, entertain and celebrate diversity.”

The Festival produces MQFF’s annual Main Festival, MQFF eXtra, and Regional Roadshows alongside a smaller program of member and fundraising events each year. MQFF’s Main Festival screens over 140 LGBTIQ+ films from Australia and around the world, across 100+ sessions in Metro Melbourne each year.

The Festival is a highlight of queer Melbourne’s cultural calendar with a strategic vision to be recognised as a leading international queer screen event, bringing the best of world queer culture to Melbourne and enhancing the reputation of Australian filmmaking.

### Role Purpose

MQFF is a community arts organisation that is much loved.

The purpose of the Capacity Building Manager is to position MQFF to capitalise on its opportunities into the medium and longer term. It is envisaged that the Capacity Building Manager’s work will enable the MQFF’s capacity building strategies to come to life, and continue sustainably as an integrated part of the Festival, post the appointment’s conclusion.

Reporting to the CEO and the MQFF Board’s Capacity Building Subcommittee, the purpose of the role is to build MQFF’s capacity and infrastructure for longer term success. The areas of concentration will be:

- **Private Giving Strategy**, including as applicable, developing, redeveloping, and/or advancing MQFF’s:
  - Sweethearts Program – which encompasses individual donors who contribute \$250+ each year
  - Fundraising Campaigns – EOFY, and other specific initiatives
  - Philanthropic Grants – from government, private entities, and other sources
  - Donor Communications and Stewardship – donor relationships and renewal processes
  - CRM Redevelopment and Expansion – implement a CRM, and ensure its efficient use
  - Endowment Program – promote its existence and seek foundational commitments
  - Annual Renewal Targets – meet targets set and agreed

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- **Human Resources Strategy**, including as applicable, developing, redeveloping, and/or advancing MQFF's:
  - Formal Intern Program – in partnership with universities and other educational providers
  - HR Training and Development – assessment, training and coaching of paid staff and volunteers
  - Volunteer Program – annual program of volunteers that helps the festival all year-round
- **Audience Development Strategy**, including as applicable, developing, redeveloping, and/or advancing MQFF's:
  - Social Community Group Engagement – strengthen links and advance engagement with LGBTIQ community groups
  - Community Engagement – strengthen links and advance engagement with film enthusiasts and community arts organisations
  - New and Untapped Audiences and Networks – increase festival attendance and support from new and untapped audiences and networks
- **Regional Development and Funding Strategy**, including as applicable, developing, redeveloping, and/or advancing MQFF's:
  - Regional Sponsorships – engage with local government authorities and local businesses
  - Regional Community Support – strengthen links with regional arts and film stakeholders
  - Regional Connections and Engagement with Local Groups – strengthen links with regional LGBTIQ community groups

To be successful in this role you must be passionate about queer film and be able to prioritise a busy workload as well as show initiative and reliability. This role requires a flexibility and availability to work according to the demands of the Festival and its stakeholders.

### Key Accountabilities

**Private Giving Strategy:** Increased donations from philanthropic and donor efforts. A sustainable program that is primed for growth.

**Human Resources Strategy:** A formal training and development plan for paid staff and volunteers. The creation of a volunteer and intern program which supports the Festival's operations all year-round.

**Audience Development Strategy:** Identifying and attracting new and untapped audiences. Engagement with LGBTIQ organisations, as well as the community and film enthusiasts at large.

**Regional Development and Funding Strategy:** Establishment of new and sustainable Regional support, networks and revenue. Regional Marketing and Communications. Ensuring the sustainability of the Festival's Regional Roadshow.

### Key selection criteria

#### Knowledge and skills

- **Film and the Arts:** An understanding of the film and/or arts industries in Australia, including an established and demonstrable network.
- **Growth and Development:** Previous experience with advancing organisational capacities and managing change.
- **Philanthropic Experience:** An appreciation and understanding of philanthropic fundraising, grant applications and acquisitions, and growing donor programs.
- **Human Resources:** Demonstrated ability to work with, and develop, paid employees and volunteer programs and strategies.
- **Audience Development:** Community Engagement experience, including demonstrable achievements in increasing engagement and participation.
- **State-wide Operations:** A working knowledge that spans both an understanding of metropolitan Melbourne and Regional Victoria's needs within the context of film, the arts, or community not-for-profit organisations.

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<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• <b>Enthusiasm</b> – Demonstrated enthusiastic work ethic and a self-motivated approach to all tasks as well as an ability to manage workload autonomously.</li><li>• <b>Flexibility</b> – demonstrates an adaptable approach to all situations and a willingness to be flexible to meet the needs of the organisation and its team.</li><li>• <b>Initiative and Accountability</b> - takes responsibility for actions and proactively implements work plan and addresses issues.</li><li>• <b>Integrity</b> - instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to community.</li><li>• <b>Team Work</b> - cooperate effectively with the team and work collaboratively to achieve work plans and goals.</li></ul>
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• Tertiary qualifications which underpin the ability to perform the role.</li></ul>	
<b>Key Relationships</b>	
<p><b>External:</b> Sweethearts Donors Community Groups Regional Stakeholders Funding Partners MQFF Audience Department of Premier and Cabinet</p> <p><b>Internal:</b> MQFF Staff MQFF Volunteers MQFF Board of Directors</p>	
<b>Some Desired Outcomes</b>	
<ul style="list-style-type: none"><li>• Increased revenue from philanthropic and donor efforts, including all donors renewed and with a 20% elevation in giving levels year on year.</li><li>• A sustainable philanthropic and donor program, including promoting the existence of the endowment program, and seeking foundational commitments of \$400k +.</li><li>• The creation of a human resource development program, including a formal intern structure through the engagement of at least two universities to build the initiative.</li><li>• A volunteer and intern system which supports the Festival all year-round, including recruitment, training, development, and making any necessary changes.</li><li>• Increased audience attendance and support which are new and untapped, especially with LGBTIQ social community groups, and ally organisations.</li><li>• Sustainability of the Regional Roadshows, which are widely supported in local communities, particularly around local government, stakeholder and audience support, which increases year on year.</li></ul>	
<b>Our Values</b>	
<ul style="list-style-type: none"><li>• <b>Quality</b> We expect to succeed. We work hard and deliver our best at all times</li></ul>	

## MQFF Position Description

- **Fun**  
We are bold and creative and strive to bring fun to our community and to our staff, supporters and volunteers
- **Diversity**  
We value difference. We seek to bring out the best in each other and respect everyone's contribution
- **Community**  
We are a part of, and work for the benefit of our community
- **Integrity**  
We are professional. Trust, respect and collaboration are essential. Our success depends on positive interactions with others