

QMF: QLD MUSIC TRAILS

Position Description

Position	Grants and Fundraising Manager	Department	Tourism, Development and Engagement
Company	Queensland Music Festival	Location	5/144 Montague Road, West End, 4101
Reports to	Government Partnerships Manager	Direct reports	Nil
Status	Permanent, full-time	Award	Non-award

Background

QMF is a pioneering music and cultural tourism agency dedicated to harnessing the transformative power of music for building stronger communities and a brighter future. Celebrating over 20 years of community transformation, QMF is at the forefront of driving social change through music. Originating as a state-wide biennial festival, we have evolved into an incubator for innovative music, cultural, and social programs. Our signature initiative, QLD Music Trails, pioneers music and cultural tourism by curating unforgettable experiences where renowned artists perform in breathtaking Queensland locations. We create a journey where music transcends boundaries, connecting people to their heritage and each other, as we embark on extraordinary adventures through the heart of Queensland's diverse landscapes

Purpose

To engage communities throughout Queensland in collaborative processes of social, economic, and cultural development that draw on the unique power of music to create measurable outcomes.

- To elevate the cultural identity of Queensland through the co-creation of iconic, placemaking music events across the State.
- To facilitate collaboration between relevant arts sector organisations and
- Individuals to deliver our objectives in a manner that is high-quality, cost-effective and aligned to community aspirations

Vision

QMF will be an essential part of Queensland's cultural and tourism ecosystems, co-curating and delivering enduring and impactful experiences for locals and visitors.

Mission

To contribute to the vitality of Queensland through iconic music and cultural experiences that amplify our State's diverse identity and cultivate connection to our distinct places

Values

Integrity	We do the right thing.
Tenacity	As collaborators, we accept the challenges of leading from the front.
Distinctiveness	We are trailblazers and we're inspiring everyone to join us.
Unity	We all rise together. We empower each other to reach our potential.

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Position Purpose

The Grants and Fundraising Manager is responsible for the administration, coordination, grant writing and acquittal management generated across the initiatives and actions as identified by the Tourism, Development and Engagement team and QMF’s engagement strategy.

Responsibilities

Area	Responsibilities
Grants	<ul style="list-style-type: none"> • Manage the grants systems and processes to ensure best outcome for QMF in meeting fundraising targets, including research, proposal development and grant writing, contracting and grant acquittal and reporting. • Contribute to the development and implementation of fundraising strategies to sustainably fund QMF programs, including the alignment with local, state, and federal government grants, and trusts and foundations. • Set annual targets in collaboration with General Manager – Tourism, Development and Engagement and Government Partnerships Manager. • Maintain current knowledge of local, state, and federal policy changes that may affect QMF’s funding. • Maintain current knowledge of funding priorities and trends. • Develop and maintain schedule of grants activity and acquittal calendar and potential funding opportunities. • Ensure grant applications are informed by QMF programming, including event budgets, event concepts, scope/scale, and event status (e.g., greenlit/scoping/not in scope), while also meeting community partner goals. • Act as a conduit between #TeamQMF and external stakeholders/grant-holders to ensure all requirements per funding agreements are acquitted. • Conduct grant research to identify opportunities to fund collaborative projects - especially those that may not be a “natural fit,” e.g., health, education, capacity-building, professional development, capital asset acquisition or infrastructure development. • Ensure document submissions are in accordance with project document formats, requirements, and compliance.
Relationship management	<ul style="list-style-type: none"> • When required, support the Government and Reporting Manager, in QMF’s reporting to its key stakeholders including Arts Qld, Dept of Tourism and Sports, and local Councils. • Contribute to the development of compelling evidence of social and economic impact of QMF and Qld Music Trails. • Work collaboratively with partner organisations, including First Nations organisations, to achieve mutual fundraising goals, while adhering to cultural protocols and sensitivities.

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Area	Responsibilities
	<ul style="list-style-type: none">• Active team member and advocate of the broader Tourism, Development and Engagement team.
Organisational requirements	<ul style="list-style-type: none">• Role model QMF values and demonstrate professional standards and ethical behaviour.• Comply with QMF policies and procedures, including Workplace, Health and Safety directives and practices and Employee Code of Conduct.• Maintain an environment that is respectful and inclusive, and free from harassment, discrimination, and bullying.

Selection Criteria

Education/Certification/Essentials

- Undergraduate degree in marketing, business or journalism or related field.

Job Knowledge/Ability

- Ability to write compelling proposals and grants that effectively communicate QMF and Qld Music goals.
- Excellent writing, editing and proofreading skills, with the ability to craft clear, concise, and persuasive proposals, reports, and submissions.
- Understanding of government, trusts or foundation budgeting and grant funding processes, including grant researching, proposal development and grant management.
- Proficiency in digital literacy including common software tools (O365) and improving efficiency of processes, data management, evaluation, and planning.

Competencies

- Excellent communication and interpersonal skills, with the ability to engage stakeholders at all levels, both internally and externally.
- High level of organisational and project management skills, with the ability to prioritise and manage multiple tasks and deadlines effectively.
- Highly developed conceptual, analytical, research and problem-solving skills including the ability to critically analyse complex issues.
- Proficiency in data analysis and reporting, with the ability to utilise data for reporting on performance measures.

Personal Attributes

- Passion for the arts and a commitment to the mission and values of the Qld Music Festival.
- Strong interest or knowledge of the arts industry, festivals, artists, sponsors, and partners (desirable).

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- Ethical integrity and a strong sense of professionalism, with a commitment to upholding the highest standards of conduct.
- Adaptability and tenacity, with the ability to thrive in a dynamic and fast-paced environment.
- High level of initiative with the ability to successfully achieve high quality and specific outcomes.
- Creative thinking and innovation, with a willingness to explore new approaches and initiatives.

Key Stakeholders

Internal	External
Programming, Commercial and Technical/Logistics Team	Aboriginal and Torres Strait Islander communities
Marketing and Communications team	Arts and Cultural Sector
Tourism, Development and Engagement team	Tourism Sector
	Government (Local)
	Regional communities
	Non-Government Organisations (community organisations)
	Vendors, suppliers
	Contractors, sub-contractors

Approval and review

Version 1	9 May 2024
Approval	Chief Executive Officer
Review	May 2025