

# Runway Journal

## Development & Engagement Coordinator

The Development and Engagement Coordinator will contribute to Runway Journal's twenty-year history in collaboration with our enthusiastic and dedicated Board of artists, writers and curators.

### Responsibilities

- Maintain effective budget, financial management
- Be responsible for management of labour across the Board at large including Editorial and Digital Teams
- Develop and initiate fundraising opportunities that align with the organisational goals
- Assist with Runway Journal's strategic planning and ensure fundraising sits within the overall ethos of the organisation
- Support the preparation and acquittals of funding grants
- Delivery of public programs where relevant, including interviews and digital workshops

### Essential Criteria

- Eagerness to develop leadership skills in the arts
- Knowledge of and connections to a range of venues, sponsors and arts organisations
- Experience in fundraising, developing alternative income streams, preparing grant applications
- Experience in digital and physical event management and engagement
- A genuine interest and engagement with Runway Journal's program
- A positive attitude and genuine interest in keeping up-to-date with concerns, issues and events in the Australian art scene