

Philanthropy Manager Position Description

Team	Development	PD Classification	Manager
Status	Full Time	Effective Date	April 2018
Term	Initial fixed term contract of three years		
Location	State Theatre Company's offices located on Level 1, Fowlers Building, corner North Terrace and Morphett Street, Adelaide		
Position Holder Signature			
Manager Signature			

SIGNIFICANT WORKING RELATIONSHIPS

Reports to	Executive Director/Producer
Direct Reports (by position title)	None
Lateral Working Relationships	<ul style="list-style-type: none"> • Assistant Accountant • Marketing & Communications Manager • Graphic Designer & Digital Producer • Events & Database Coordinator • Marketing Assistant • Artistic Director • Foundation Executive Officer • Company Board Members and Foundation Directors
Stakeholder Relationships	<ul style="list-style-type: none"> • Current and potential donors • Trusts and foundations • Sponsors

POSITION OBJECTIVE

To achieve exceptional philanthropy results for State Theatre Company, contributing to the Company's long-term sustainability, taking responsibility and leadership for planning, communication, implementation, management and successful delivery of all major philanthropic activities, events and campaigns and for building meaningful, values-based, long-term relationships between donors and the Company.

MEASURABLE OUTCOMES

1. Successfully lead the Company's philanthropy program.
2. Through delivery and fulfilment of a comprehensive, high performing and timely philanthropy plan, meet budgeted income targets from donations, major gifts, bequests, grants from trusts and foundations and fundraising events.
3. Substantially increase gifts and donations from current levels and generate multi-year commitments.
4. Identify, cultivate and solicit donations from prospective donors, creating new relationships with philanthropic supporters, and build and maintain good relationships with existing donors.

KEY RESPONSIBILITIES

Strategy

- In conjunction with the Executive Director/Producer, develop the Company's strategic philanthropy plan that is deliverable within the Company's current resources, pays close attention to best-practice methods and trends used in the field of philanthropic giving, aligns support with the Company's activities, and includes a clear role for the Company's Foundation.
- Achieve the Company's philanthropy targets from annual giving, major donors, endowment contributions, bequests, capital campaigns, fundraising events, and trusts and foundations.

Engagement

- Foster values-driven meaningful, long-term relationships between the Company and current, new and potential donors.
- Ensure that the Development and Marketing teams deliver on acknowledgement, program and hospitality requirements for donors and membership groups.
- Increase mid-level donor support through renewals and steward low- to mid-level donors with a view to growing gifts, converting to regular gifts, and securing pledges.

Annual Philanthropy, Major Gifts and Giving Circles

- Implement and manage at least three annual philanthropy campaigns including the End-Of - Financial-Year campaign and Jill Blewett Playwright's Award Endowment Fund campaign, being responsible for design, data segmentation, budgeting, marketing roll-out, communication with third-party service suppliers and all facets of reporting and post-campaign analysis, achieving better than target results in terms of both contributions received and campaign expenditure.
- Manage the implementation of new and improved strategies for the Company's donor programs (Commissioning Collective, State Ed Giving Circle, Dramatic Women) with a focus on increasing and multi-year support.
- Identify and cultivate potential major individual donors (\$5,000 and above) for long-term giving.
- Develop written proposals for major donors and bequest programs and provide support to, and as necessary briefing notes for, the Executive Director/Producer, Company Board members and Foundation Directors in the strategic acquisition of major gifts.
- Develop a capital philanthropy campaign in collaboration with the Executive Director/Producer.

Trusts and Foundations

- Actively seek opportunities and apply for funding from trusts and foundations.
- Prepare appropriate and timely submissions, applications, reports and acquittals.

Events

- Host all functions and events ensuring that guests are introduced to Company management and Board members and artists in order to deepen relationships with stakeholders.

- Work with Executive Director/Producer in the planning and delivery of the biennial fundraising gala and other special events during the year (dinners, lunches), to cultivate prospective donors and encourage increased giving from donors.

Brand, Marketing and Communications

- Ensure all donor communications are timely, with consistent and impactful messaging.
- Review the effectiveness of all donor communications including key messages used for applications, Company communications, website, appeals and reports.
- Work with the Marketing and Communications team on content preparation for development requirements – giving programs and reports, campaigns, gala collateral, show programs, season brochures, annual reports, and other major communication pieces.
- Take ultimate responsibility for all donor acknowledgements in all Company collateral and communications (including website, foyer displays, show programs, season brochures) to ensure they are consistently accurate and up to date.

Research & Reporting

- Identify and research potential philanthropists, foundations and trusts to develop effective pitches, campaigns and proposals to secure financial support for the Company and its activities.
- Research and prepare reports for internal purposes (Executive Director/Producer, Board and Foundation) and external purposes (key stakeholders, funding organisations, trusts and foundations).
- Evaluate the return on investment to enable deeper understanding of the effectiveness of the Company's philanthropy program and make recommendations for improvements.

Information Management

- Keep accurate and up-to-date records on all donors, proposals and research undertaken and files of relationship histories in the Company's customer relationship management system (CRM).

Advocacy

- Promote the importance of development and the role of Company staff in providing excellent experiences for donors, sponsors and corporate partners alike.
- Positively and effectively represent the Company in the philanthropic community, enhancing perceptions and raising the Company's profile.

Administration

- Work with the Assistant and Accountant and Business Manager on the timely and accurate receipting of donations.
- Work proactively with the Company's charitable Foundation.
- Manage philanthropy and fundraising expenditure within Board approved budgets.

- Ensure the Foundation complies with legal and compliance requirements.
- Supervise development staff to make effective use of individual and team capabilities and work collaboratively with other departments including the Marketing and Communications team.

EXPERIENCE, KNOWLEDGE & ATTRIBUTES

Experience

- Proven success in achieving philanthropy income targets through effective philanthropy programs, resulting in high levels of donor retention and growth.
- Proven track record in identification, cultivation and stewardship of prospective donors and positive stakeholder management and relationship building.
- Experience in building effective organisational philanthropy capacity.
- Strong understanding of best practices in development (annual giving, major and planned gifts, trust and foundation grants, and events).
- Experience in delivering and hosting events, preferably fundraising events.
- Experience in securing cash sponsorships and budget relieving in-kind sponsorships from corporate partners will be highly regarded.

Knowledge

- Sound understanding of effective current philanthropy techniques, tools and technologies and the philanthropic environment and current economic climate.
- Strong computer skills with Microsoft Office suite, customer relationship management systems (Tessitura or similar), and donor research tools.
- Working knowledge of Australian taxation laws relating to charitable gifts.
- Knowledge of and/or experience working in the performing arts is well regarded.

Personal Attributes

- Maturity of judgement and discretion in dealing with sensitive and confidential information.
- Exceptional attention to detail with precise and timely record-keeping.
- Outstanding written and verbal communication skills.
- Strong planning skills.
- Flexible, imaginative and lateral thinking.
- A self-starter with a strong sense of initiative, personal focus, drive and determination.
- Resilience and ability to work effectively under pressure.

- Capable of inspiring trust in people from a wide variety of backgrounds.
- Highly developed interpersonal skills with the ability to interact equally well with staff, donors, sponsors and other stakeholders in individual or group settings to foster positive relationships.
- Team player.

SPECIAL REQUIREMENTS

Due to the nature of the position, a degree of flexibility and after-hours work is required. Some interstate travel may be required.

INHERENT PHYSICAL REQUIREMENTS

The physical requirements of this role are consistent with those of a Philanthropy Manager in a theatre company. You agree to advise the Company of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position. This is a full-time position based at the Fowlers Building, Lion Arts Centre.

INTENT OF POSITION DESCRIPTION

This position description describes the broad scope of the role and provides a summary of the major duties and responsibilities performed by the person employed in this role; it is not exhaustive. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. This position description may also change from time to time with due consultation to meet the changing needs of the Company.

WHS OBLIGATIONS AND POLICIES AND PROCEDURES

State Theatre Company South Australia is committed to ensuring a safe, healthy and constructive work environment, one where all members of staff are assured that their activities and actions undertaken as an employee, are undertaken in a collectively safe manner. All staff must at all times observe and comply with codes of conduct, policies and procedures set down by the Company from time to time. Each employee has a duty of care to adhere to reasonable safe work instructions and to utilise equipment provided in accordance with safe work methods. All incidents, unsafe working conditions and hazards are to be promptly reported. Members of staff are expected to undertake corrective actions resulting from WHS findings collaboratively. This obligation extends to work undertaken remote to the Fowlers Building and Adelaide Festival Centre.

Approvals

Title	Name	Signed	Date
Executive Director/Producer	Jodi Glass		
Business Manager	Natalie Loveridge		

Revision Record

Date	Version	Status	Author	Reviewed by	Approved
03/04/2018	1.0	Final	Jodi Glass	Geordie Brookman	Jodi Glass
March 2018	1.0	Draft	Jodi Glass		