Head of Development
Position Description

Team	Development	**PD Classification**	Manager
Status	0.8 - 1FTE	**Effective Date**	March 2026
Term	2 years with 6 month probation period		
Salary	On request		
Location	State Theatre Company South Australia's offices located in the ABC Building, 85 North East Road, Collinswood.		

SIGNIFICANT WORKING RELATIONSHIPS

Reports to	Executive Director
Direct Reports (by position title)	Development Executive Development & Events Coordinator
Lateral Working Relationships	Executive Director/Artistic Director Head of Marketing & Customer Service Publicist Graphic Design & Digital Coordinator Marketing Executive Ticketing Executive
Stakeholder Relationships	Corporate partners Donors Suppliers Subscribers Foundations Government Partners Community

HEAD OF DEVELOPMENT POSITION DESRIPTION

State Theatre Company South Australia - the state's flagship theatre company - is seeking an exceptional Head of Development to lead our philanthropic, corporate and private-sector revenue strategy.

This is a rare opportunity to shape the future of one of Australia's leading performing arts companies, working alongside the Executive Director, Artistic Director, Board and Foundation to grow our impact, deepen our artistic ambitions and strengthen our sustainability through meaningful supporter relationships.

ABOUT THE ROLE / KEY RESPONSIBILITIES

Reporting to the Executive Director and Artistic Director, your key responsibilities are to:

<u>Strategic Leadership and Revenue Generation</u>

- Drive the Company's private income strategy across philanthropy, corporate and strategic partnerships, bequests and the Foundation;
- Be responsible, alongside the Executive Director, for achieving private income targets, including anticipated growth;

- Cultivate and steward donors, corporate partners, and philanthropic foundations, in line with contemporary relationship-driven approaches;
- Lead the management of the State Theatre Company South Australia Foundation (a committee of the Board), including governance and financial reporting;
- Identify and research potential corporate partners, philanthropists, foundations, trusts and cross-sector partnerships, and develop effective proposals and cases for support;
- Prepare and lead high-quality grant proposals along with accurate and timely acquittal reports;
- Develop and maintain high quality relationships with potential, new and current corporate partners, donors and membership groups;
- Strengthen STCSA's reputation among corporate, government, and industry stakeholders as a leading creative partner.

Development Team Management and Cross-Company Collaboration

- Lead, inspire and develop a high-performing Development team, fostering excellence, collaboration and accountability, including conducting performance reviews (currently two direct reports);
- Set KPIs, oversee professional growth, support skills development, and manage workloads effectively;
- Implement event, campaign and project planning for the Development Department;
- Work collaboratively across Marketing, Finance, Programming and Ticketing to integrate fundraising objectives into company-wide activity, ensuring an integrated approach between departments to communications, cross-promotions, social media and campaign activity, and opportunities to maximise sponsor recognition and involvement;
- Provide briefings to the Executive Director and Artistic Director, to ensure the Company maintains strong relationships with supporters;
- Contract and oversee the delivery of contractual obligations with private income supporters, including invoicing and audit requirements in collaboration with the Finance Department;
- Work with the CRM Manager to consistently improve data management and processes for Development purposes, including the issuing of donation receipts;
- Attend weekly operations meeting, and meet regularly with the Executive Director, Artistic Director, and Chief Operating Officer to monitor strategy, activities and budget progress.

Communications, Events and Reporting

- Plan and oversee communications, campaigns and other activities, including delivery of high-value donor and partner events, and opening and VIP nights;
- Attend all opening nights and sponsor/donor functions hosted by the Company, and attend other functions outside the Company to meet potential sponsors and donors;
- Ensure that the Development Department effectively services the needs, including ticketing, program and hospitality requirements, of donors, partners and supporters;
- Monitor and report on the Development Department budget in line with internal budget processes, and provide reporting to the Board;
- Maintain and keep up-to-date all records, sponsor and donor listings, and acknowledgements in foyers, programs and other publications including production programmes;
- Ensure timely receipting and other acknowledgement of donations;
- Oversee the maintenance of donor records in line with the relevant legislation, and retention and acquisition plans in Tessitura;

GENERAL AND SPECIAL REQUIREMENTS

This is a hands-on senior role suited to a strategic, ambitious and relationship-focused leader with a passion for arts and culture.

The position is 4 - 5 days negotiable for the right candidate (0.8-1FTE).

Other duties may be required, as reasonably directed by the Executive Director or Artistic Director.

The nature of this position requires after-hours work, balanced by approved TOIL.

ABOUT YOU / KEY CRITERIA

You are a confident development professional who thrives on building meaningful relationships, and delivering high-value outcomes to further that drive organisational growth. You will bring:

- Extensive experience (5+ years) in fundraising, partnerships and private income in the arts, cultural or not-for-profit sectors;
- A track record of securing major philanthropic gifts and corporate partnerships;
- Strong team leadership capability, with the ability to motivate, mentor and grow the development team in a collaborative environment;
- Alignment to the Company's values, vision and purpose;
- High level of commitment, personal focus and attention to detail;
- Excellent communication, negotiation and stakeholder-management skills (written and verbal);
- Experience working with, or understanding of, boards, committees or foundations;
- High-level computer software skills and demonstrable CRM experience and skills, or ability to learn;
- A genuine passion for theatre and the role of the arts in community and cultural life.