

POSITION DESCRIPTION

Position: Head of Philanthropy

Contract: Permanent Full-time

Reports to: Director of Development and Endowment

Commencement date: August 2024

POSITION PURPOSE

The Head of Philanthropy is responsible for leading and implementing the strategic development of Queensland Ballet's philanthropic relationships and fundraising activities. This role involves cultivating and stewarding relationships with donors, foundations and major gift prospects. The Head of Philanthropy will oversee day-to-day operational management of the Philanthropy team to achieve revenue targets, growth goals and maintain a high level of stakeholder satisfaction and engagement. They will champion the optimum use of Tessitura across the team, oversee donor cultivation and manage the philanthropy budgets.

This key senior leadership role sits within a broader Development team that includes business partnerships, memberships and events teams. This dynamic team structure fosters a wide variety of donor and business relationships to enhance the sustainability of Queensland Ballet's artistic, academy, community engagement, endowment and capital vision. With a new and exciting Artistic Direction and vision, the Head of Philanthropy role will work closely with the Executive Director and the Artistic Director to enable a new global vision of excellence, vibrancy and sustainability.

REPORTING RELATIONSHIPS

The Head of Philanthropy will report to the Director of Development and Endowment. Direct reports include the Philanthropy Manager, the Philanthropy and Bequests Manager and the Development Coordinator.

KEY RESPONSIBILITIES

Philanthropy

- Working closely with the Director of Development and Endowment, the Executive Director and the Artistic Director, create and execute fundraising strategies that align with the Company's mission and goals.
- Analyse and review all Philanthropy procedures and optimise performance/outputs through the application of continuous improvement processes.
- Oversee the effective delivery of all Philanthropic programs and activities of team members on time, within budget and to specification.

- Oversee and further develop systems and processes for the team to manage all gifts received, including, but not limited to, banking, thank-you responses and acknowledgement through the moves management philosophy.
- Opportunity to refresh a new vision for acknowledging donor support and introduce opportunities such as role support for annual giving. Work with marketing and philanthropy team to develop and share vision and ensure clarity, visibility and delivery of opportunity to various giving groups/types.
- Provide database management, information collection services and database reporting, including:
 - Championing the effective use of Tessitura and ensuring data input by all team members is consistent, accurate and timely;
 - providing concise monthly board reports for all annual, revenue, endowment and major gift activities; and,
 - providing data analysis with reports, including trends and individual campaign statistics.

Management and Planning

- In collaboration with the Director of Development and Endowment, coordinate the development of an annual philanthropic program that is aligned with the Company's strategic goals; supervise program delivery and regularly update as required.
- Coordinate the development of the annual budget for Philanthropy programs and manage this budget (expenses and income) during the year, ensuring that all donation transactions are responded to in the most appropriate manner.
- Liaise with the Head of Finance to ensure reconciliation of philanthropy income is accurate and timely.
- Liaise with the Marketing team to coordinate Philanthropy team requirements.
- Provide training and effective management to all Philanthropy team members in accordance with Company policies and ensure that strategic goals are communicated effectively and actioned accordingly by all team members.
- Represent Queensland Ballet's Development team with key internal and external stakeholders.
- Contribute towards planning and delivery of Development events ranging from in-theatre and in-studio engagements to stewardship events and supporters' tours.
- Supervise and undertake further research for identifying individual, Trust and Foundation philanthropic funding opportunities.
- Undertake other duties as reasonably requested by the Director of Development.

Leadership

- Provide exemplary leadership by offering advice, knowledge and support to all direct reports and other relevant stakeholders to ensure resilience and commitment underpin a solution-focused approach.
- Continually provide informal coaching of all direct reports, to ensure a high performing team that is aligned to QB's vision is capable of delivering on all required outcomes within expected timelines against the Company strategy and team plan.

- Champion Tessitura and deliver coaching to team members, working with the team to upskill and advance their competencies with Tessitura.
- Effectively manage others through the provision of ongoing performance management and adequate professional development, including upskilling and succession planning.

KEY CRITERIA

1. Demonstrated experience in a similar role with a proven track record in fundraising, major gift acquisitions and relationship management, and specialised knowledge in the operations and support required to establish and support a full-service fundraising structure.
2. Impeccable interpersonal and communication skills (oral and written), combined with effective influencing skills and high-level skills in prospect identification and relationship management.
3. Demonstrated ability to successfully lead a team, work collaboratively and liaise effectively with a wide variety of key stakeholders, always exhibiting a high level of tact, discretion and diplomacy, particularly with regard to sensitive and confidential matters.
4. Proven organisational skills including the ability to effectively prioritise own workload and use sound judgement, to manage competing demands and deadlines, and deliver high quality outcomes.
5. Proficiency using the MS Office suite, particularly Outlook, Word and Excel, including advanced skills in Tessitura or other CRM software.

DESIRABLE CRITERIA (OPTIONAL)

1. Tertiary qualifications in philanthropic studies, a business-related or similar discipline.

APPLICATION PROCESS

Please apply for this role via Seek, including your CV and a Covering Letter. Applications close **10am, Monday 5 August 2024**. Please note that referees will be sought from candidates following the interview process.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

GENERAL INFORMATION

Recreation Leave

20 working days per year

Personal/Carer's Leave

10 working days per year

Probationary Period

Six months from commencement.

Salary

To be negotiated with the successful candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 11.5%.

Travel

This role may require travel internationally, Inter-state and intra-state where needed.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

We are committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.