

POSITION DESCRIPTION

Position: Philanthropy Manager

Contract: Permanent Full-time

Reports to: Head of Philanthropy

Commencement date: August 2024

POSITION PURPOSE

The Philanthropy Manager is responsible for the coordination and delivery of the core administrative services that support Queensland Ballet's philanthropy relationships and fundraising activities. This role oversees day-to-day operations of the Development team in order to achieve revenue targets, growth goals and maintain a high level of stakeholder satisfaction and engagement. The role also supports the team by delivering optimum use of the donor database, ensuring the accuracy of donor information and providing reports and analysis as required. The Philanthropy team focuses on relationship management and donor development; this dynamic team structure fosters a wide variety of donor relationships to enhance the sustainability of Queensland Ballet's artistic, academy, community engagement and capital vision.

REPORTING RELATIONSHIPS

This position reports to the Head of Philanthropy.

KEY RESPONSIBILITIES

Philanthropy and Donor Relationships

- Support Philanthropic programs, support circles and activities through the development and implementation of efficient administrative structures and processes.
- Work with the Head of Philanthropy and the Director, Development and Endowment to analyse and review all Development procedures and optimise performance/outputs through the application of continuous improvement processes.
- Work with the Head of Philanthropy to further develop systems and processes for managing all gifts received, including, but not limited to, banking, thank-you responses and acknowledgement through the moves management philosophy.
- Provide effective management of donor communications with exceptional attention to detail, including invitations, impact reports, dissemination of information to donors and internal teams.
- Effectively segment donors and ensure delivery of targeted services to various giving groups/types.
- Deliver database management, information collection services and database reporting, including:

- ensuring data input by all team members is consistent, accurate and timely;
- providing progress reports to the Head of Development and Director of Development for all annual, revenue, endowment and major gift activities;
- providing data analysis with reports, including trends and individual campaign statistics; and
- coordinating service delivery for donor and prospect moves management.

Management and Planning

- Work with the Head of Philanthropy to coordinate the development of the annual budget for Development programs and monitor expenses during the year.
- Plan for the successful launch, delivery and management of Appeals, including Queensland Ballet's Pointe Shoe annual appeal and Giving Day appeals.
- Deliver project plans for Development giving initiatives and fundraising opportunities.
- Collaborate and provide effective peer-coaching to all Development team members to achieve team goals and targets.
- Act as the liaison person and representative of Queensland Ballet's Development Team in the provision of all administrative and support services with key internal and external stakeholders.
- Act and make decisions with honesty and integrity, and outstanding donor relationship skills.
- Undertake other duties as reasonably requested by the Executive Director, Director, Development and Endowment and Head of Philanthropy.

KEY CRITERIA

1. Demonstrated experience and specialised knowledge in the operations and support required to drive a full-service fundraising structure, with experience in fundraising, philanthropy or donor relationship management.
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 work collaboratively and liaise effectively with a wide variety of key stakeholders, always exhibiting a high level of tact, discretion and diplomacy, particularly regarding 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.

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.