

BELVOIR



HEAD OF DEVELOPMENT
Information Pack

May 2019



The Cast of *Counting and Cracking* Photo: Brett Boardman.

18 Belvoir St
Surry Hills NSW 2010

admin +61 (0)2 9698 3344
fax +61 (0)2 9319 3165
box office +61 (0)2 9699 3444

mail@belvoir.com.au
belvoir.com.au

COMPANY B LIMITED
ACN 002 866 828
ABN 97 002 866 828

Overview

- Job Profile:** This senior position at one of Sydney's best loved theatres leads a small team to grow and secure new philanthropic relationships, manage and pursue corporate partnerships, and provide exceptional service for existing donors and supporters in an engaging and varied environment. Applicants are encouraged to read the Belvoir Annual Report which can be found here: <https://belvoir.com.au/belvoir-publications/>
- Hours of work:** 40 hours per week (5 days), Monday to Friday. From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work. The position is salaried and as such no overtime is payable. Part time work could be considered.
- Package:** 10% employer contribution to superannuation
20 days annual leave per annum accrued pro rata with 17% annual leave loading after 12 months service.
10 days personal leave per annum pro rata
Free and reduced tickets to Belvoir shows and other industry events
- Contract:** Ongoing
6-month probation period
- Reporting to:** Executive Director
- Reports:** Philanthropy Manager and Development Coordinator
- Salary:** Commensurate with experience
- Starting:** ASAP
- Application:** Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) addressing the selection criteria. (Applications not addressing the criteria will not be considered).
- Forward to:** Vyvyan Nickels, Officer Manager
reception@belvoir.com.au
- Questions about the role can be addressed to Sue Donnelly, Executive Director and Aaron Beach, Deputy Executive Director on 02 9698 3344.
- Deadline:** C.O.B Wednesday 22 May



Luke Mullins and Paula Arundell in *Angels in America*, 2013. Photo: Heidrun Löhner

HEAD OF DEVELOPMENT

SUMMARY OF THE BROAD PURPOSE of the position and its responsibilities/duties

The Head of Development is a core member of senior management at Belvoir and is responsible for Belvoir's non-ticket income generation including growing and securing philanthropy, major gifts (including from trusts and foundations) and corporate partnerships for the company. The Head will ensure the highest quality service to existing donors and partners as well as efficient administration of the Development program.

This senior position works closely with the Executive Director, the Artistic Director, the Development Sub-Committee of the Board of Directors, Marketing & Audience Development, Finance & Operations, Customer Service & Ticketing, Artistic & Programming, and Production. The Head of Development embeds and provides ongoing encouragement of a culture of giving and positive relationship management across Belvoir.

The Head of Development reports to the Executive Director and is directly supported by the Philanthropy Manager and the Development Coordinator.

Position Description

Leadership

- Manage Belvoir's philanthropy and sponsorship programs including major gifts, private ancillary funds, corporate partnerships, trusts and foundations, to drive a strong financial result and ensure that all targets are met or exceeded.
- In conjunction with team members, the Executive Director and the Development subcommittee, develop a robust strategy that delivers innovation to existing offerings and identifies and develops new income streams in alignment with the Company's Strategic Plan.
- Prepare and manage budgets, forecasts, regularly reporting on performance against targets, and ensuring the Company is attaining value for money.
- Take the lead on major gifts (individuals and trusts / foundations) and high level corporate partnerships, including the writing of proposals and engagement activities.
- Ensure all hospitality and fundraising events are run efficiently and meet the needs of our donors and corporate supporters.
- Lead, inspire and upskill the Development team.
- Work in an interdisciplinary manner across all the Belvoir staff and projects.
- Ensure Belvoir follows best practice by keeping up to date with Australian and international trends/research in development and philanthropy.

Corporates

- In conjunction with the team devise, plan and implement income generating initiatives to meet sponsorship and corporate entertainment targets.
- Establish relationships with corporate supporters, including their staff, in order to improve their knowledge of Belvoir and encourage corporate giving.
- Evaluate partnerships from both Belvoir's and the partner's perspective.
- With the Philanthropy Manager and/or the Head of Marketing & Audience Development, (and occasionally other Department heads), regularly review all arrangements with third parties such as caterers, media brokers, production, and information suppliers to ensure that such arrangements accrue maximum benefits to the Company.
- Identify new partners for Belvoir's corporate training workshops, run by the Development Coordinator, and assist as required.

Philanthropy

- Work with Development subcommittee and philanthropy manager to identify prospects for Belvoir's philanthropy program
- Identify opportunities within Belvoir that match donor interest and maximise donation potential.
- Provide timely and professional fundraising advice to team members and other stakeholders to ensure provision of excellent donor relationship management.
- Using the Customer Relationship Management program, Tessitura, accurately record information about, and communication with, all prospects and partners – including research material, proposals, stewardship plans and meeting reports.

Selection Criteria

- More than five years' experience in business development (commercial or NFP), fundraising, direct/online marketing, corporate partnerships, donor management or related discipline, with evidence of success in meeting revenue targets and meeting deadlines.
- Demonstrated ability to build quality relationships with both philanthropists and the corporate sector, and to service arrangements to maximize benefits to sponsors and to maintain and grow philanthropic gifts.
- Strong interpersonal skills which encourage and sustain relationships and communication with colleagues, partners, board members and volunteers.
- Experience designing and implementing innovative donor and partner acquisition strategies.
- Project and event management skills as well as associated budget management.
- Excellent written communication skills including marketing collateral, grant applications and partner communications.
- Superior organisational skills with ability to plan and prioritise workload.
- Computer competence, experience with database management (knowledge of Tessitura strongly preferred), data reporting and analysis.
- Be a self-starter, able to work without supervision, whilst still being a team player
- Appreciation of theatre, sensitivity to actors, artists and the creative process and commitment to the mission of Belvoir and its work.

Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty five years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

Belvoir engages Australia’s most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Leah Purcell, Cate Blanchett, Jacqui McKenzie, Wayne Blair, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarks, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former Artistic Director Neil Armfield.

Belvoir’s position as one of Australia’s most innovative and acclaimed theatre companies has been determined by such landmark productions as *Faith Healer*, *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and also part of the Adelaide Festival.

Belvoir is one of the 28 Major Performing Arts companies and receives both state and federal funding which amounts to around 19% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au



Xavier Samuel and Andrea Demetriades in *The Dog / The Cat*. Photo: Brett Boardman.