

BELVOIR



PHILANTHROPY MANAGER Information Pack

January 2020



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

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COMPANY B LIMITED
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Overview

- Job Profile:** The Philanthropy Manager is a key member of the Development Department at Belvoir St Theatre and reports to the Head of Development. The Philanthropy Manager is responsible for managing and growing Belvoir's donor programs and is an excellent opportunity for a data driven and enthusiastic individual to play a pivotal role in shaping the direction of individual giving at Belvoir. Key measures on the success of the role will be meeting income, retention and growth targets.
- 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:** Head of Development
- Salary:** Commensurate with experience
- Starting:** ASAP
- Application:** Please submit a CV (including the names and daytime contacts of two 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 Sarah Gilchrist, Head of Development
sarah@belvoir.com.au (02) 8326 6225
- Deadline:** C.O.B Monday 24 February



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

PHILANTHROPY MANAGER – POSITION DESCRIPTION

The Philanthropy Manager is a key member of the Development Department at Belvoir and reports to the Head of Development. The Development Department works to raise approximately 23% of Belvoir's revenue from non-ticketed income annually. Working to grow loyalty and support through exceptional customer service, stewardship and communications, the Development Department's mission is to ensure sustainable revenue generation for Belvoir.

The Philanthropy Manager is responsible for managing and growing Belvoir's donor programs and is an excellent opportunity for a data-driven and enthusiastic individual to play a pivotal role in shaping the direction of individual giving at Belvoir.

The Philanthropy Manager plays a crucial role in securing individual, philanthropic income for Belvoir. Key measures on the success of the role will be meeting income, retention and growth targets.

TASKS AND RESPONSIBILITIES OF THE POSITION

- Collaborate with the Head of Development to develop and implement the individual giving strategy for Belvoir including development and delivery of a segmented and tailored approach to communications and 'asks'
- Manage a suite of annual activity for our donors, activated through communications, events, online giving and direct marketing campaigns
- Stewardship of donors up to \$10,000.
- Manage individual giving by maintaining close contact with donors via phone, email and written communication and face-to-face contact at events and functions.
- Take the lead on the EOFY appeal with a view to retaining and increasing donations
- Developing and leading the annual strategy for bequests
- Use Tessitura and Tessitura Analytics as a key tool to research, segment and communicate with current and future prospects
- Work closely with box office and marketing to drive general donations through the website, ticket sales and other online activity
- Report on campaigns and appeals
- Coordinate and deliver donor and prospecting events including rehearsal room events and pre/post-performance entertaining;
- Work with Head of Development to deliver the annual Belvoir Bash (fundraiser) and other discrete events throughout the year (dinners, lunches) to further cultivate prospects and encourage increased giving from current donors
- Collaborate internally with other departments at Belvoir including Front-of-House, Production, Marketing, and Artistic & Programming to ensure the exceptional delivery of experiences which help bring donors closer to the company.
- Manage administrative aspects of the philanthropic program such as ensuring donor acknowledgements are accurate, seating plans are sent in a timely manner and donor requirements are managed effectively.

SELECTION CRITERIA

- More than three years' experience with demonstrable results in fundraising, marketing, communications, donor management or related discipline.
- Strong interpersonal skills: ability to create and sustain relationships and communicate with donors, board members and volunteers.
- Strong analytic and database skills (preferably in Tessitura)
- Experience developing and maintaining stakeholder relationships at a senior level
- Demonstrated project and event management skills
- Excellent written communication skills including creation of effective marketing collateral and donor communications.
- Superior organisational skills with ability to plan and prioritise an often heavy workload.
- Ability to work as a part of a team, but also autonomously as required.
- 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 six 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. We also secured 13 Helpmann awards for 2019 - seven of which were for *Counting and Cracking*.

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.