

BELVOIR



**PHILANTHROPY MANAGER
Information Pack**

JUNE 2021



The Cast of *Counting and Cracking*, 2019 Photo: Brett Boardman.

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Overview

- Job Profile:** The Philanthropy Manager is a key member of Development department whose mission is to ensure sustainable revenue generation for Belvoir. This 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.
- 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.
- Package:** 10% employer contribution to superannuation
20 days annual leave per annum accrued pro rata
10 days personal leave per annum pro rata
Complimentary tickets to Belvoir shows
- Contract:** Ongoing
6-month probation period
- Reporting to:** Head of Development
- Reports:** n/a
- 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). Applicants are encouraged to reach out to Sarah Gilchrist, Head of Development sarah@belvoir.com.au for a confidential discussion on the role.
- 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:** Sunday, 11th July 2021



Kate Mulvany in *Every Brilliant Thing*, 2019. Photo: Brett Boardman

PHILANTHROPY MANAGER

Job Description

The Philanthropy Manager is a key member of the Development Department at Belvoir St Theatre 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 philanthropy programs through interrogation of Belvoir data, excellent stewardship and ongoing wider research.

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.

Duty Statement

1. Strategy

- 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'
- Be a champion of Tessitura in the organisation using this CRM to create a culture of data driven decision making at Belvoir
- In conjunction with Head of Development prepare a refreshed approach to Bequests

2. Stewardship

- 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
- Work closely with box office and marketing to drive general donations through the website, ticket sales and other online activity

3. Database and Reporting

- Use Tessitura as the main CRM for all donor interactions, research and other activities.
- Use Tessitura Analytics as a key tool to provide data-driven insights and inform decision making.
- Prepare reports on campaigns and appeals executed by Development

4. Events

- Coordinate and deliver donor and prospecting events including opening and supporter nights, rehearsal room events, VIP events and pre/post-performance entertaining for selecting giving circles and HNW individuals.
- Work with Head of Development to deliver the annual Belvoir Bash (fundraiser) and other discrete events throughout the year to further cultivate prospects and encourage increased giving from current donors.

5. General

- Collaborate internally with other departments at Belvoir including Front-of-House, Production, Marketing, Education 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 (Tessitura knowledge will be highly regarded)
- Experience developing and maintaining stakeholder relationships
- Demonstrated project and event management skills
- Excellent written communication skills including creation of effective collateral and donor communications.
- Superior organisational skills with ability to plan and prioritise your 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 Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone 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 *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 was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work. In the same year Belvoir also won the Helpmann for Best Musical for *Barbara and the Campdogs*, as well as another five Helpmann awards.

2020 was a difficult year for Belvoir, as it was for most performing arts companies. We were closed for six months during which time we employed close to 300 artists to develop new work. In mid-September we were one of the first theatre companies to re-open their doors and since then we have presented three productions, under Covid-safe protocols. Our 2021 season is attracting old and new subscribers alike and we are hopeful that within the year the company will return to 'normal'

Belvoir is part of the National Performing Arts Partnership Framework, receiving equal amounts of both state and federal funding which equates to around 17% 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