

**DEVELOPMENT COORDINATOR**  
**Information Pack**



Vaishnavi Suryaprakash, Jay Emmanuel and the cast, *Counting and Cracking*, 2019 Photo: Brett Boardman.

## Overview

<b>Job Profile:</b>	The Development Coordinator plays a vital role within the Development Department and the company and is responsible for providing administrative and database support across philanthropy, corporate partnerships and trust and foundations to ensure the smooth running of the Development Department
<b>Hours of work:</b>	40 hours per week (5 days), Monday to Friday, 9.30-6.00pm. From time to time the spread of hours may vary to suit the nature of the work undertaken, including weekend and evening work.
<b>Package:</b>	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
<b>Contract:</b>	Ongoing 6-month probation period
<b>Salary:</b>	Commensurate with experience
<b>Starting:</b>	ASAP
<b>Application:</b>	Please submit a CV (including the names and daytime contacts of two referees) and cover letter (no more than 2 pages) <i>addressing the selection criteria</i> . (Applications not addressing the criteria will not be considered).  Please contact Sarah Gilchrist, Head of Development <a href="mailto:sarah@belvoir.com.au">sarah@belvoir.com.au</a> for a discussion about the role.
<b>Forward to:</b>	Vyvyan Nickels, Officer Manager <a href="mailto:reception@belvoir.com.au">reception@belvoir.com.au</a>
<b>Deadline:</b>	5pm Sunday 8 August



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

# DEVELOPMENT COORINATOR

## ROLE RESPONSIBILITIES

Providing administrative assistance to the Head of Development and Philanthropy Manager in the management and delivery of Belvoir's Donor Programs and Fundraising initiatives, Corporate Partnerships, and related initiatives, including:

### Philanthropy

- Assisting in the day-to-day administration of relationships and providing exemplary service to donors and corporate partners. This includes (but is not limited to): processing invoices and receipts for donations; managing corporate partner benefits, including ticketing and entertainment allocations; and managing invitation lists and RSVPs for events.
- In consultation with Head of Development maintain relationships with donors and supporters as well as any additional cultivation and solicitation with support from the Head of Development.
- Be a champion of Tessitura, maintain accurate donor tracking records and files in Tessitura, including applications of plans and portfolios and moves management function.
- Accurate preparation of donor lists and donor and partner acknowledgements across Belvoir's collateral, both print and digital
- Assist in maintaining accurate records of pledged Bequests to Belvoir and ensure communication around Bequests is included in collateral as appropriate

### Partnerships

- Ensure accurate record keeping of partnership relationships include contract renewals, amount of contra used, tickets used and other associated partnerships benefits in the partnership spreadsheet.
- Assist in the coordination of partnership agreements including renewals and execution.
- Assist in the preparation of solicitation materials and proposals as required including (but not limited to) corporate partnership proposals
- Marketing support for corporate partner relationships, including arranging social media posts and website updates

### Event Coordination & Delivery

- Take the lead on delivering development events including overall event coordination and delivery.
- Maintain accurate records of the Development event schedule across the year.
- Organize catering for Development and other Belvoir events
- Coordinate all lists, invitations and RSVPs for Opening Nights and other key events using Tessitura and Mail2.
- Communicate with guests invited to Belvoir's events regarding their attendance.

### General Administration

- Monitor ongoing accuracy of data relating to the Development Department in Tessitura.
- Meeting minute taking where required
- Assisting the Development Department with other administrative tasks as required

## REPORTING/WORKING RELATIONSHIPS

The Development Coordinator plays a vital role within the Development Department and the company and interacts with Belvoir's artists and creatives, and has a close working relationship with the Artistic and Programing team, Marketing, Education, Production and the Finance teams.

The Development Coordinator is also a key contact within Belvoir for our donors and corporate partners, often handling day-to-day requests in relation to ticketing and VIP registration to our special events.

## **SELECTION CRITERIA**

- Experience using databases, preferably Tessitura, and proficient with excel and Microsoft Office suite
- Strong communication skills, in particular with writing and also verbal communication
- Excellent attention to detail and organisation skills
- Innovative and creative, able to identify and act upon new opportunities
- Strong team player
- Sociable and comfortable in building relationships with stakeholders

### **Desirable criteria**

- Understanding and interest in Belvoir
- An understanding of fundraising
- Project management and/or event experience

## **About Belvoir's Development Department**

Belvoir's Development Department is a vibrant, busy and successful team responsible for raising around \$2.5M annually across all areas of fundraising and responsible for one fifth of Belvoir's total annual revenue. This is achieved through a strategic blend of creative philanthropic programs and large-scale fundraising events, as well as cash and in-kind corporate partnerships. The Department connects individual donors with various areas of the company's activities, secures support from trusts and foundations for specific projects, as well as delivering tangible benefits to our corporate partners across ticketing, entertainment and marketing.

The Development team works closely with all departments across the organisation, as well as the Board of Directors and a diverse range of external stakeholders.

The Department holds a range of stewardship and prospecting events throughout the year to deepen our relationships with existing supporters, from large-scale fundraising events to small, intimate rehearsal room events, to corporate hosting events.

## **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 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.

Belvoir is part of the Australia Council's National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% of income. wOther income is derived from box office, development and commercial activities. The company is



Miranda Daughtry and Helen Thompson in *Things I know to be True*, 2019. Photo: Heidrun Löhr

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](http://www.belvoir.com.au)